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Match Report

User Manual for

Club Team Officials

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DFB-MEDIEN

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1. Introduction

1.1 Objective of the application

With the *Match Report* Internet application, processing of the official match report in different leagues and other leagues in the amateur segment will be fully converted to an online procedure. It replaces the carbon copy paper form previously used. The introduction of the system is intended to simplify processing and eliminate recognized error sources.

The match report for every match is currently filled out with information provided by officials from the home and visiting team and the referee at the stadium and then sent by post to the match official's office. With this application, the report is recorded online and is then immediately available to all authorized parties for further processing. The match report is also printed on paper, but this is only in order to safeguard its binding legal force through the signatures of those involved, and for archiving purposes.

The *Match Report* application supports

1. clubs and/or team officials in preparing the team and substitute line-up,
2. clubs' press officials in providing information to the press and the VIP area at the stadium,
3. referees in compiling the results section of the match report,
4. and the match report reviewer of the match official/division manager in reviewing the match reports.

Saving match reports continuously in a database allows team officials, referees, and match report reviewers to access older match reports from the season for research purposes and to print or download them.

In this manual, personal data such as first name, surname, date of birth and pass number has been blurred in the figures for data protection reasons.

1.2 Objective of this description

This description is aimed at persons in football who have to compile match reports, i.e. team officials at the clubs, referees, assistant referees and fourth officials.

2. Workflow

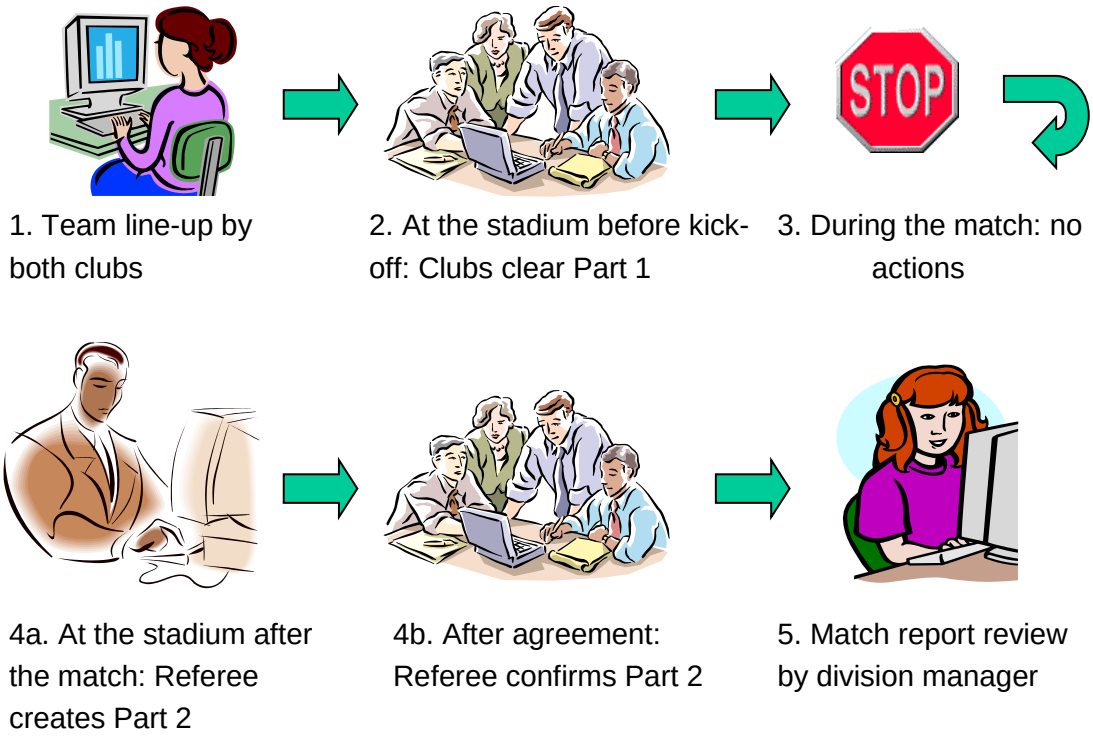

STOP
1. Team line-up by both clubs
2. At the stadium before kick-off: Clubs clear Part 1
3. During the match: no actions
4a. At the stadium after the match: Referee creates Part 2
4b. After agreement: Referee confirms Part 2
5. Match report review by division manager

Figure 1: Workflow overview

2.1.1 Before a home game (1)

Both clubs create their team line-ups from the player eligibility list separately before the match, without being able to see the opposing line-up. This can be done at home well in advance of the match. In this, the player eligibility is checked to see whether league rules have been violated or whether there are any player suspensions. Violation of league rules and current suspensions are displayed; an incorrect team line-up can be saved but not cleared (serious error). Each club can print its part of the team line-up (test print-out).

2.1.2 At the stadium before kick-off (2)

2.1.2.1 Club confirmation

The two team officials can still change the line-up separately without seeing the opposing line-up until confirmation by both sides (club confirmation). This requires that the team official from the visiting team uses his own PC or at least logs in to the system on the home team's PC and asks the team officials or the home team's assistant to operate the application according to his specifications.

Current player suspensions are displayed but can be ignored even in the confirmation (soft error), because there is no guarantee that they are up to date and binding in the system.

The teams should confirm their team line-ups before the match if possible (club confrimation). A warning message to this effect is generated 60 and 10 minutes before the match begins. The

clubs cannot change the line-up once it has been confirmed. The line-ups can be viewed by both clubs after confirmation by both sides.

If the association specifies that a paper print-out is required, the home team is responsible for printing Part 1 (actual print-out) and the club officials meet to sign the match report. In this step, the match report contains only the first part (Part 1), the part that contains the team line-ups. The home team officials print it out with the required copies. The team officials check that the printed team line-up is correct; they sign Part 1 and take it to the team captains in the dressing rooms for signing. Those involved receive the printed copies of the report without signatures. However, they can be allocated to the original using the printed identification number. The original with the signatures is given to the referee.

Electronic confirmation can be used as an option if specified by the association. Printing is not required in this case, and processing takes place electronically (see Chapter 4.4).

2.1.2.2 Line-up changes before the match after club confirmation

If the team line-up is changed after confirmation by the clubs immediately before kick-off due to unforeseen circumstances, the referee will indicate this by hand in Part 1 of the match report and enter it after the match via the correction function (see Chapter 4.4).

2.1.2.3 Legal notice

The clubs remain responsible for complying with suspensions and league rules even when using the Match Report application.

2.1.3 During the match (3)

No actions take place in the application during the match.

2.1.4 After the match (4a + b)

After the match, the referee logs in with his identifier and first sees Part 1 with the line-ups. If there were any changes to the team line-up before the start of the match – subsequent nominations and replacement of players before the match – these are entered using the correction function. When Part 2 is printed later on, the corrected Part 1 will also be printed as an adjustment document.

Match times, half-time and final scores and special incidents are entered in Part 2 of the match report. The substitutions during the match and the number of cards received by the home and visiting teams are then entered.

A message is generated if the application finds that a substitution has violated a license rule; in other words that the change i.e. the substitution was not permitted. The error notice remains clearly visible even after the match report has been saved and confirmed (on screen and on the print-out).

A test print-out can be generated before confirmation. The referee can edit the report and print it out again if the officials find that the report contains errors.

The referee must confirm the report in the system once the match report has been accepted (referee confirmation). The referee must print the match report plus copies if the association requires a paper print-out. The print-out of the match report Part 2 – the original and the copies for the home and visiting teams and the referee – are now signed by all officials on the lower section of the report. The signed original of Part 2, together with the signed original of Part 1 and an

adjustment document for Part 1 if applicable, is sent to the match official's office and archived there as a receipt.

Electronic confirmation can be used as an option if specified by the association. Printing is not required in this case, and processing takes place electronically (see Chapter 4.4).

2.1.5 After match day for match official/division manager (5)

After a match day, the match report reviewers/division managers view all match reports and correct them if they contain errors. Changes are documented clearly.

2.1.6 Special incidents/notifications to legal bodies

Association-specific directives may deviate from the procedures described below.

The special reports from the referee are not entered in an online form, but will instead continue to be created separately from the match report and forwarded to the match official and the legal bodies. Parts 1 and 2 of the match report are printed out for the legal bodies along with the special report and sent via post together with any player passes retained.

The referee can also upload the special reports as a file for the match so that they are also available electronically. This function is located in the *Documents* tab. Sports judges and division managers can then download these uploaded files.

2.2 Summary: Creation of an official match report in the system

The following figure illustrates the creation of a match report as described above.

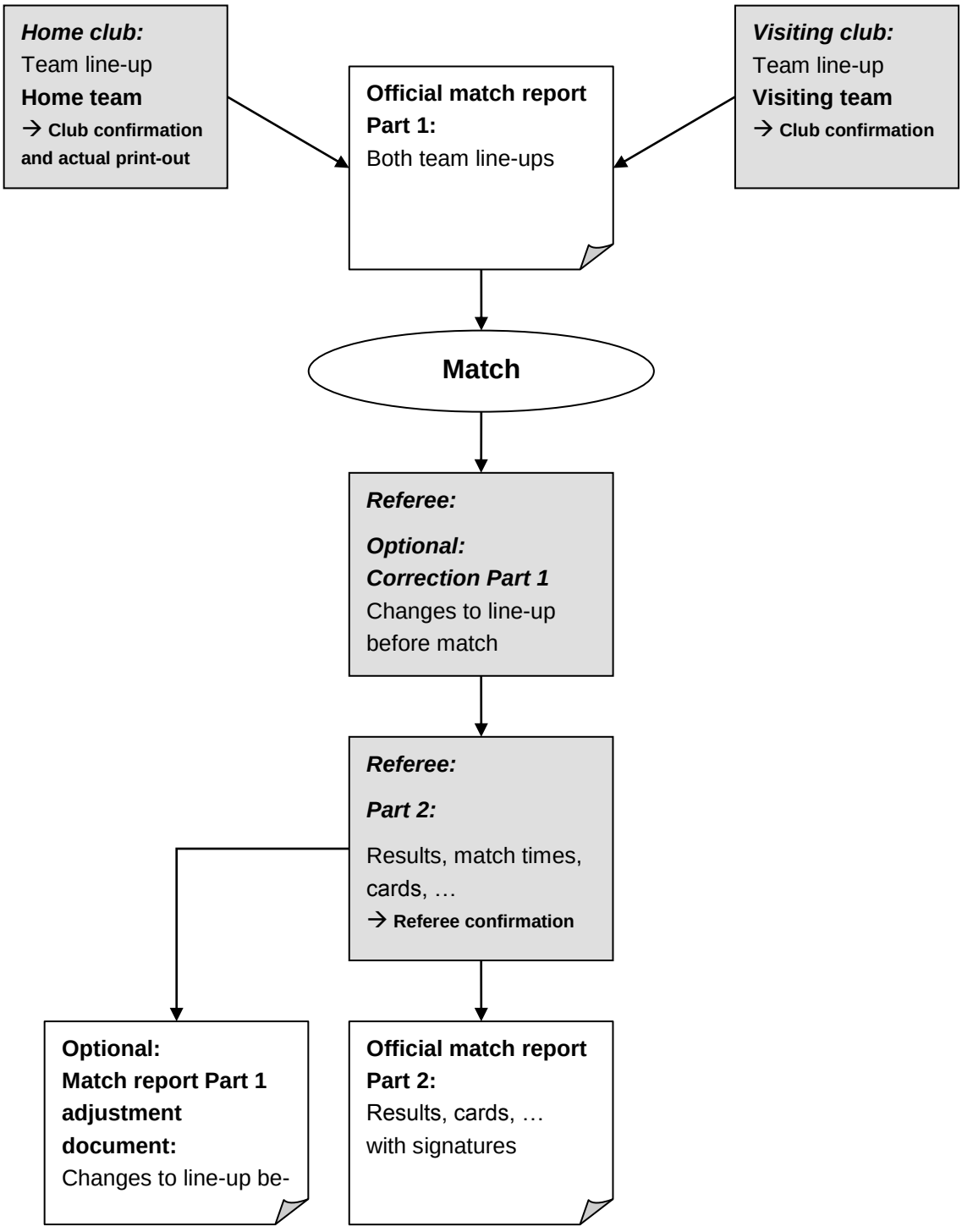


Figure 2: Match report flowchart - Part1 (Line-up) and Part 2 (Course of match) with optional adjustment document for Part 1

3. Description of the functions

3.1 Functions for the team official

3.1.1 Overview of dialog flow for creating match reports

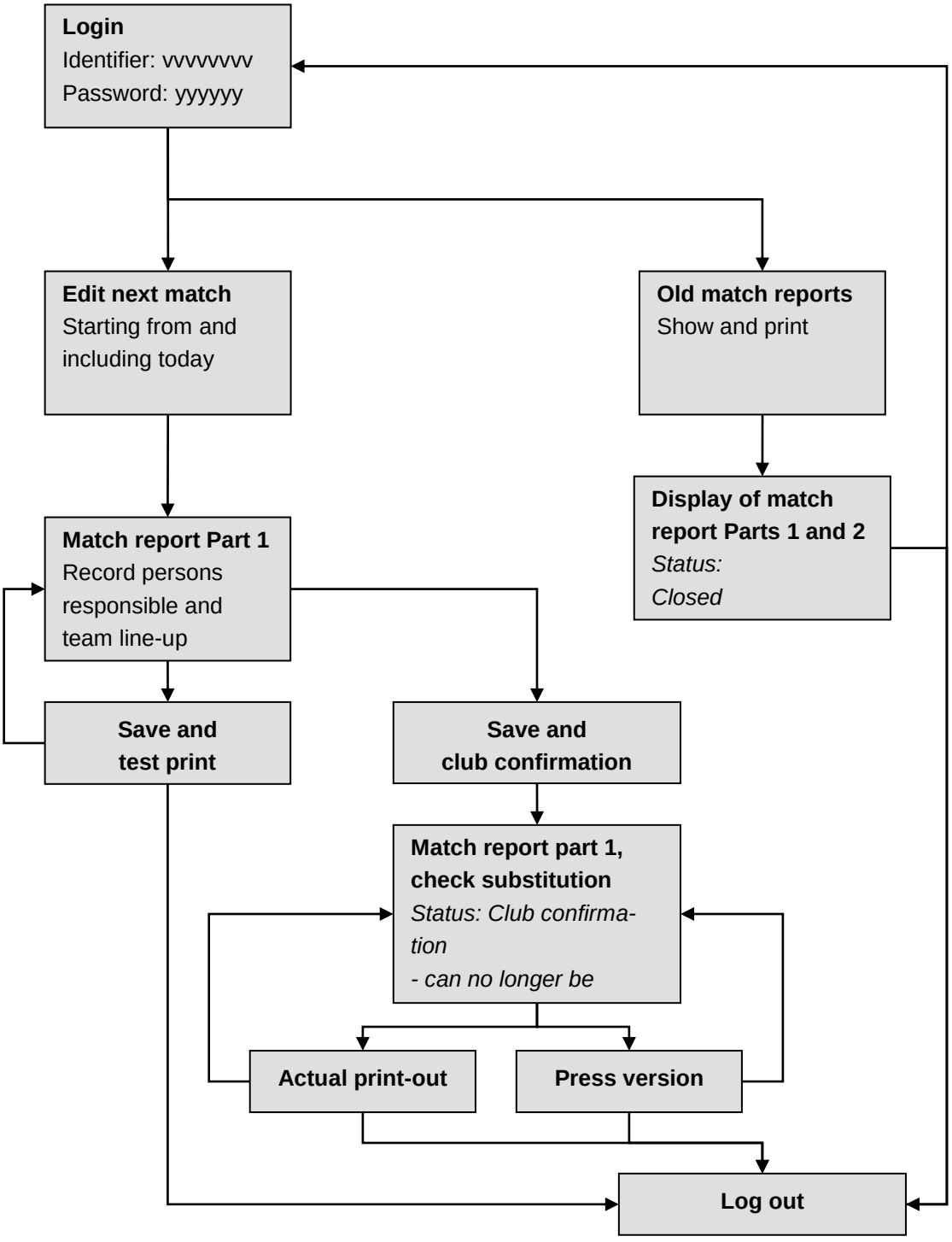


Figure 3: Dialog flow of the application in the role of a team official

3.1.2 Login

The club team official for the team in the respective league logs in to the system with his identifier and accesses the homepage for the *Main* application.

The left-hand navigation bar contains the applications that the user is authorized to use, such as *Match reports*, *Change password* and *Log out*.

The *Match reports* menu item contains the following menu items:

Fixture list selection
Statistics
Open suspensions
Player eligibility list

You can exit the application by clicking *Log out*.

The password for logging in can be changed by clicking *Change password.*

3.1.3 Menu item: Fixture list selection

3.1.3.1 Getting started after logging in

By default, the system is positioned on the Fixture list selection menu item and there on the next match in the current season, starting from today's date.

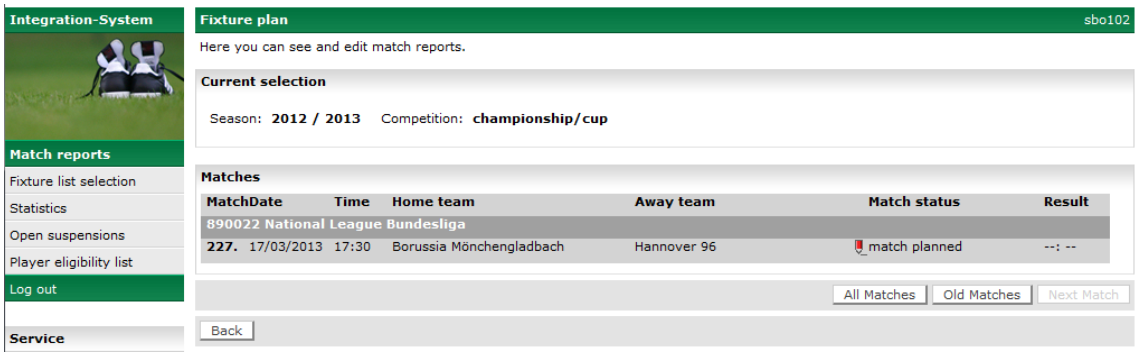


Figure 4: Shows next match scheduled for the team official

If the team official has rights for multiple teams, he must first select the league.

3.1.3.2 Show old matches

The *Old Matches* button can be used to show previous matches with their match reports. When a match report is called up, the status at the latest confirmation is shown. If the match report no longer has the status *In Planning*, no changes can be made, but it can be shown and printed.

3.1.3.3 Show all matches

The *All Matches* button can be used to show previous and future matches, i.e. the entire fixture list for the season. The same limitations as described above apply for calling up a confirmed match report. No match reports can be created for the next match but one or for future matches.

3.1.3.4 Create a match report for the next match

If the next match is not already shown, it can be shown using the *Next Match* button. The match report for a match is edited by clicking on the *pencil icon*. Further processing is described in Chapter 3.1.4.

3.1.3.5 Select matches from an older season

An older season (from 11/12) can be selected using the *Fixture list selection* menu item. Starting from the 2012/2013 season, the season always runs from July 1 to June 30 of the following year. If the match reports no longer have the status *In Planning*, no changes can be made, but they can be shown and printed.

3.1.4 Match report Part 1

3.1.4.1 Recording the officials and other information

The persons responsible, such as the coaches, assistants, team officials etc., are recorded for the team. The data from the last match is filled in automatically to help you make your entries.

Via the league rules, the association administrator can define the mandatory fields; these are then highlighted in yellow. Multiple names can be entered in a field; no checks are made. The club itself must ensure adherence to the rule that no more than eight persons are named who will remain at the edge of the pitch.

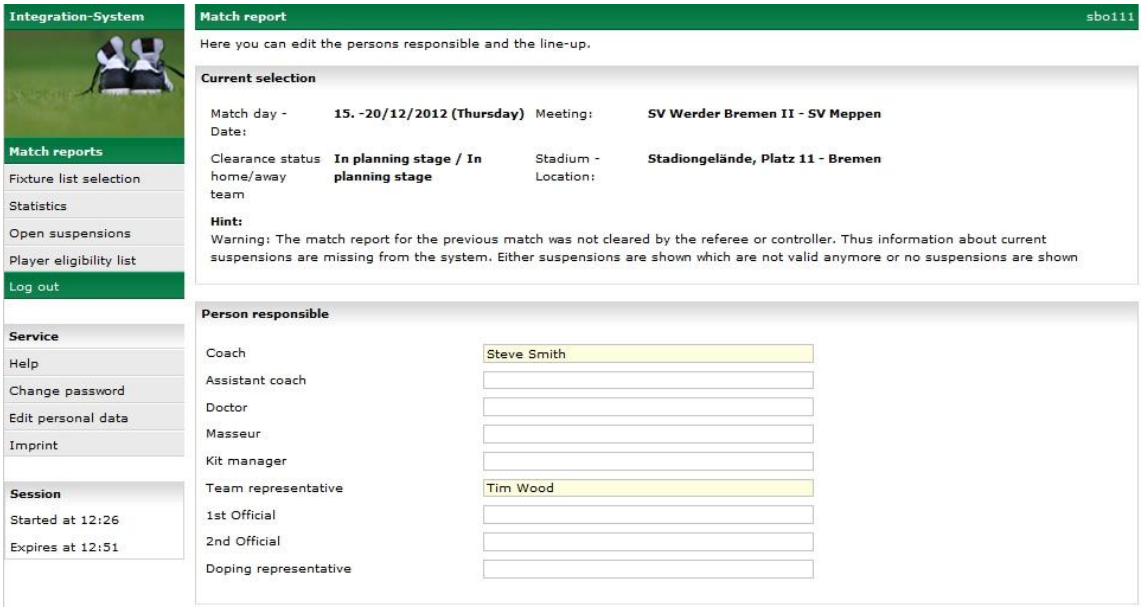


Figure 5: Club and team officials

The *Do not publish responsible persons* switch must be on if the names of the team officials are **not** to be published on the Internet.

The not publishing flag may be important, if an open website with system data is provided.

The entries must be saved using the *Save* button. The following message appears if you forget to save:

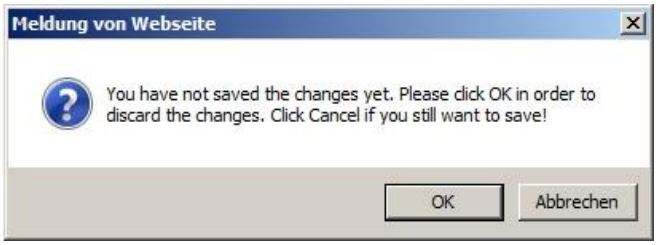

Meldung von Webseite
You have not saved the changes yet. Please click OK in order to discard the changes. Click Cancel if you still want to save!
OK
Abbrechen

Figure 6: Warning appears when not saved

Please note that changes will be lost if you click OK! To save, first click *Cancel*, then *Save*.

Pressing the *Edit line-up* button calls up the dialog for the team line-up, see Chapter 3.1.4.5.

The options described in Chapters 3.1.4.2, 3.1.4.3, 3.1.4.4 can be set in the league rule (association administrator) in order to depict the procedure described below.

3.1.4.2 Information on advertising (optional)

The information requested by the association on sponsors (jersey advertising) must be entered as free text in the *Information on advertising* entry field.

3.1.4.3 Players who are not on the player eligibility list (optional)

Should a player be lined-up that cannot be found in the system, you can proceed as follows:

In order to record these players, an entry field of the same name is provided in the *Responsible persons and other information* section in Part 1; the surname, first name and date of birth should be entered. Entry is not mandatory (field is not yellow). The entries cannot be checked; they are pure text and cannot reference persons in the database.

The referee must record match events such as substitutions and cards in the *Other incidents* field in Part 2.

If at least one player in the home or away team is listed in this section, the match report is marked with an error/note and the text "Check required" entered in the header.

3.1.4.4 Non-neutral assistant referee (optional)

Some state associations and certain leagues specify that clubs must provide non-neutral assistant referees and that neutral referees are not generally appointed. (A non-neutral referee means a referee who is a member of one of the two playing clubs.)

In this case, text fields are provided in the *Responsible persons and other information* section for both teams, in which the team officials can enter the names of the non-neutral assistant referees. If assistant referees are appointed via referee appointment after all, these have priority, i.e. they are displayed in Part 2 as usual and can still be changed by the referee as before. In this case, no *Non-neutral assistant referee* entry fields are provided in Part 1.

The entries cannot be checked; they are text and cannot reference persons in the database. The information therefore does not flow back into the referee appointment if the names entered are registered assistant referees after all.

If club confirmation has not yet been given, the team official can still change the entry (the same as for the persons responsible and the line-up). Once both sides have given club confirmation, the entry in the Non-neutral assistant referee field of the home team is copied to the Assistant referee 1 field and that of the away team into the Assistant referee 2 field.

The referee can change the information in Assistant referee 1 and 2 when entering information into Part 2, unless referee confirmation has already been given. These changes also flow back into Part 1; the entries made by the club in Part 1 are also overwritten.

3.1.4.5 Edit team line-up

The latest player eligibility list for the team is shown (see above). The players are shown sorted automatically by name.

The line-ups from the previous match are applied automatically, except at the start of the season, when the team and substitute team contain no players.

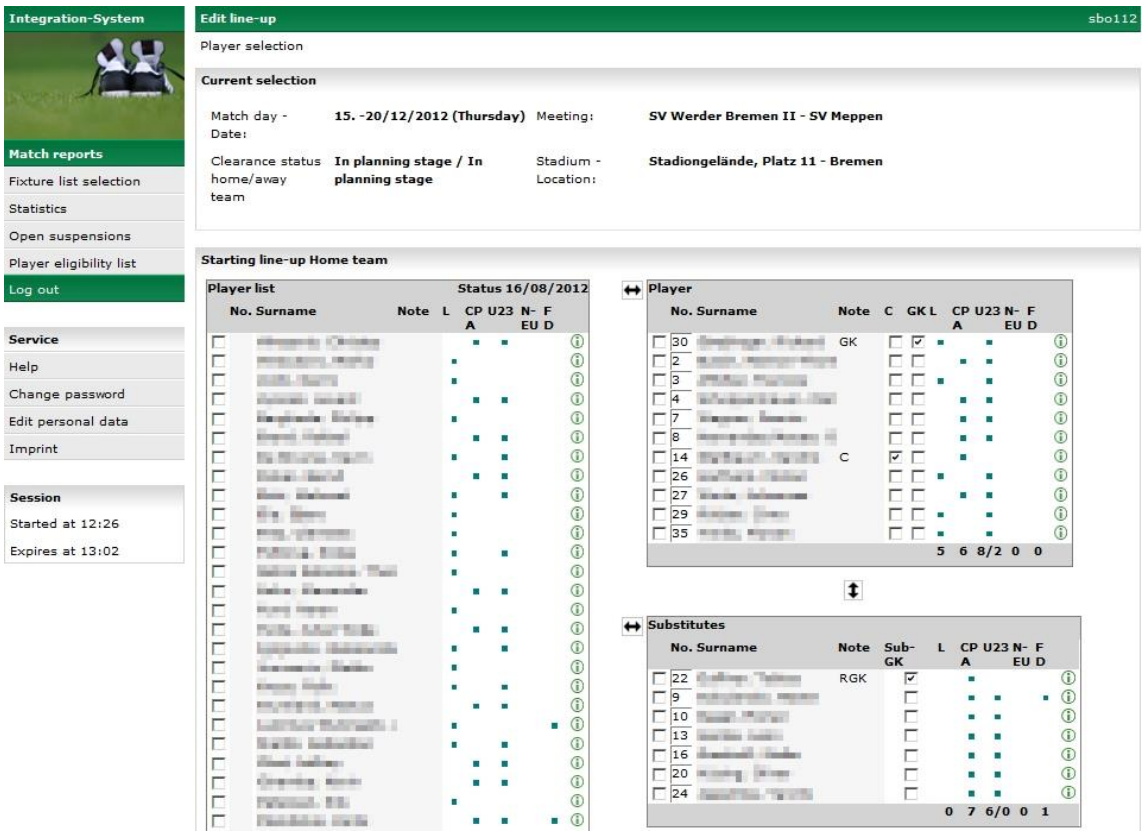


Figure 7: Team and substitute line-up

A player is transferred into the team or substitute team by placing a tick next to that player in the player eligibility list and pressing the button with the double arrow. Transfer back is done in the same way. If players in both the player eligibility list and the team are ticked, they are swapped. Players can be swapped between the team and the substitute team in the same way.

When the line-up is edited, the program uses the league rules to check which player eligibility is valid for the league and only offers players who have **one of the valid player eligibility** statuses and for whom the **start date has been reached by the day of the match**. Therefore, the team official can only add players who are eligible for this match to the line-up.

3.1.4.6 Player eligibility check with the option of checking in the Pass Online System

When the page sbo112 *Edit line-up* is called up, the player eligibility is checked via the Player Registration system. The following error message appears if players are found who are not eligible according to the Player Registration System:

The line-up contains players who are no longer in the player eligibility list or who are not eligible according to the Player Registration System.

The relevant players are shown in red. In the match report print-out, these players are marked with the message
* player eligibility is not testable!
This message remains even after confirmation (club and referee confirmation).

There are many possible reasons for non-existent or unclear player eligibility, such as

- the wrong gender is stated in the pass data, or
- the player has been set to "unavailable" using the Pass Online System, or
- the player is in an inactive period due to a lack of social security verification, or

- the player eligibility has been terminated in the pass data, or
- a junior player (male and female) has not been given adult player eligibility in advance.

It is recommended that the player eligibility of the players affected is researched using the *Pass Online application*, where the reason for the missing player eligibility can be found.

In general, every club has an access identifier for the Pass Online System; if not, please contact the state association responsible. The reasons given may be irrelevant in your system. If this is the case, then they will not be tested according to the system.

3.1.4.7 Goalkeeper and substitute goalkeeper (optional)

Once they have been applied, a tick must be placed next to the appropriate properties for players who are goalkeepers or substitute goalkeepers in this match. This is marked using the abbreviations GK and SGK in the Note field.

The setting made in the league rules (association administrator) defines whether a substitute goalkeeper has to be named.

3.1.4.8 Captain

At least one player in the team must be nominated as captain by placing a tick next to the name. This is shown with the abbreviation C in the *Note* field.

3.1.4.9 Jersey numbers (optional)

If the *Fixed jersey numbers* property is specified for the team in the player eligibility list, the jersey numbers cannot be changed here and are copied from the player eligibility list. If *Fixed jersey numbers* is not specified, the jersey numbers must be entered here for each match.

3.1.4.10 Do not publish player names (n.p.)

If player names are not to be published on internet, the *n.p.* button next to the players affected must be pressed before club confirmation.

The *Do not publish* specification is not available in any national leagues.

The not publishing flag may be important, if an open website with system data is provided.

3.1.4.11 Sorting the players

The players in the team and the substitute team are listed by jersey numbers, with the goalkeeper or substitute goalkeeper always at the top.

3.1.4.12 Checking the number of players (optional)

This is checked based on the limit values from the league rules or the division data. This would be as follows for a normal team with eleven players:

	Status: In planning	**Status: Club confirmation**
Number of players	Warning if fewer than 11	7 to 11
Number of substitutes	0 to 7	0 to 7
Number of goalkeepers	Exactly one	Exactly one
Number of substitute goalkeepers	0 to 7	0 to 7
Number of captains	Exactly one	Exactly one

Table 1: Checking the number of players

If information has been entered in the optional field *Players who are not on the player eligibility list* (content not empty), the check for the minimum number of players in the line-up is deac-

tivated and the match report can also be confirmed with fewer players than the minimum number given in the league rules. This does not affect the check for the maximum number.

3.1.4.13 Checking player suspensions

If the association administrator has created suspension rules for the league, the system Match Report program sets automatic suspensions for the players affected following repeat yellow, second yellow and red cards.

Suspensions imposed by the sports disciplinary system or the division manager as the result of judgments are also managed in the program.

If players are suspended for this match day, the suspension and the reason for it are displayed in the *Note* field. The lock and fifth yellow, second yellow card or judgment (§) symbols are used for this.

The team official can ignore the suspension, i.e. he can appoint a suspended player anyway. If a player is appointed, he is displayed with the lock icon in the Note field in the team or substitute team.

A **served suspension** is saved if the player misses the match due to suspension.

Notes:

1. *Responsibility for adhering to suspensions remains with the clubs in all cases.*
2. *Suspensions from other leagues cannot be displayed if the electronic match report is not used for the other league.*
3. *Suspensions also cannot be displayed if the match reports are not recorded or not recorded correctly.*
4. *If the player is removed from the player eligibility list or set to inactive, no served suspensions can be recognized and saved and the suspension therefore remains.*
5. *The player takes his suspension with him when transferring to another club; it is displayed again.*

3.1.4.14 Suspension rules in the leagues (e.g. in the DFB leagues)

Suspension due to fifth yellow card	One match	One match
Suspension due to second yellow card (§1 A. 3, §2 A. 1)	One match suspension for the next match, including for lower leagues	← Same
Suspension due to red card (§1 A. 3, §2 A. 1)	Unlimited suspension until judgment is made, then suspension from judgment	

Table 2: Suspension rules in the leagues in Germany

3.1.4.15 Save and test print Part 1

Once the team line-up is complete, the match report must be saved using the *Save* button before the *Edit team line-up* sub-window is *closed*, so that the latest saved version can be called

up again if the program is closed and then logged into again. A warning message appears if saving is forgotten.

Before confirmation, a test print can be created for Part 1. This should not be used for signatures and is therefore marked with the status "In planning" and the remark "Test print; do not use as document for signatures".

The test print does not contain the opposition's team line-up; this is only visible once confirmed by both sides.

Pressing the *Print* button opens a Windows download window (it will look slightly different in different browsers). This can be used to open the print file directly or save it on a drive.

Pressing the *Open* button opens the Acrobat Reader, in which the document is displayed. Output to a printer can be controlled and executed from the Acrobat Reader. The test print can be repeated before confirmation.

3.1.4.16 Confirmation and actual print-out of the match report Part 1

The clubs must submit the match report Part 1 with the team line-ups to the referee no later than 60 minutes before the match. They must confirm it (*Confirmation* button) in good time so that it can be signed. After this, the clubs can no longer change the line-up and it can be viewed by the opposing club.

The team officials are informed of the confirmation needed about 60 minutes before the match by a note in the *Club and team officials'* window. The home and visiting club should consult with each other directly so that confirmation can be given in time.

Following the confirmation by both sides, the match report Part 1 can be printed along with the required copies, usually by the home club (*Print* button). The download box opens again and the original and the copies are set in Acrobat Reader. This process may take a few minutes, depending on the connection. Depending on the number of copies needed and the printer speed, printing may also take a few minutes. The actual print-out can be repeated at any time without changing the data, e.g. following a printer fault.

The list contains the identifiers of the players with the player type and captain.

Warnings are shown for critical team line-ups, i.e. when a substitute is brought on that may be violating a league rule. The 'critical' players are marked and their number is also shown.

3.1.4.17 Electronic confirmation (optional)

Following the club confirmation by both sides, the names of the two team officials are placed in the signature fields of the pdf print-out of Part 1, and the time stamp in the signature line. If the association uses club identifiers (optional), the club names are used (for more details, see → Chapter 4.4).

3.1.4.18 Press report before the match

After the club confirmation, one of the clubs involved can print out the press report with the line-up. The layout is the same for all leagues, see **Fehler! Verweisquelle konnte nicht gefunden werden.**.

Notes:

1. For **women's and female junior teams**, the female form is used in the headings.
2. If the relevant switch is set in the league rules, the place of residence is added in brackets to the names of the referees.

3.1.4.19 Press report after the match

Following the referee confirmation, the clubs can call up the match report after the match (in csv and pdf format).

For details on this, see → Chapter 3.2.7.

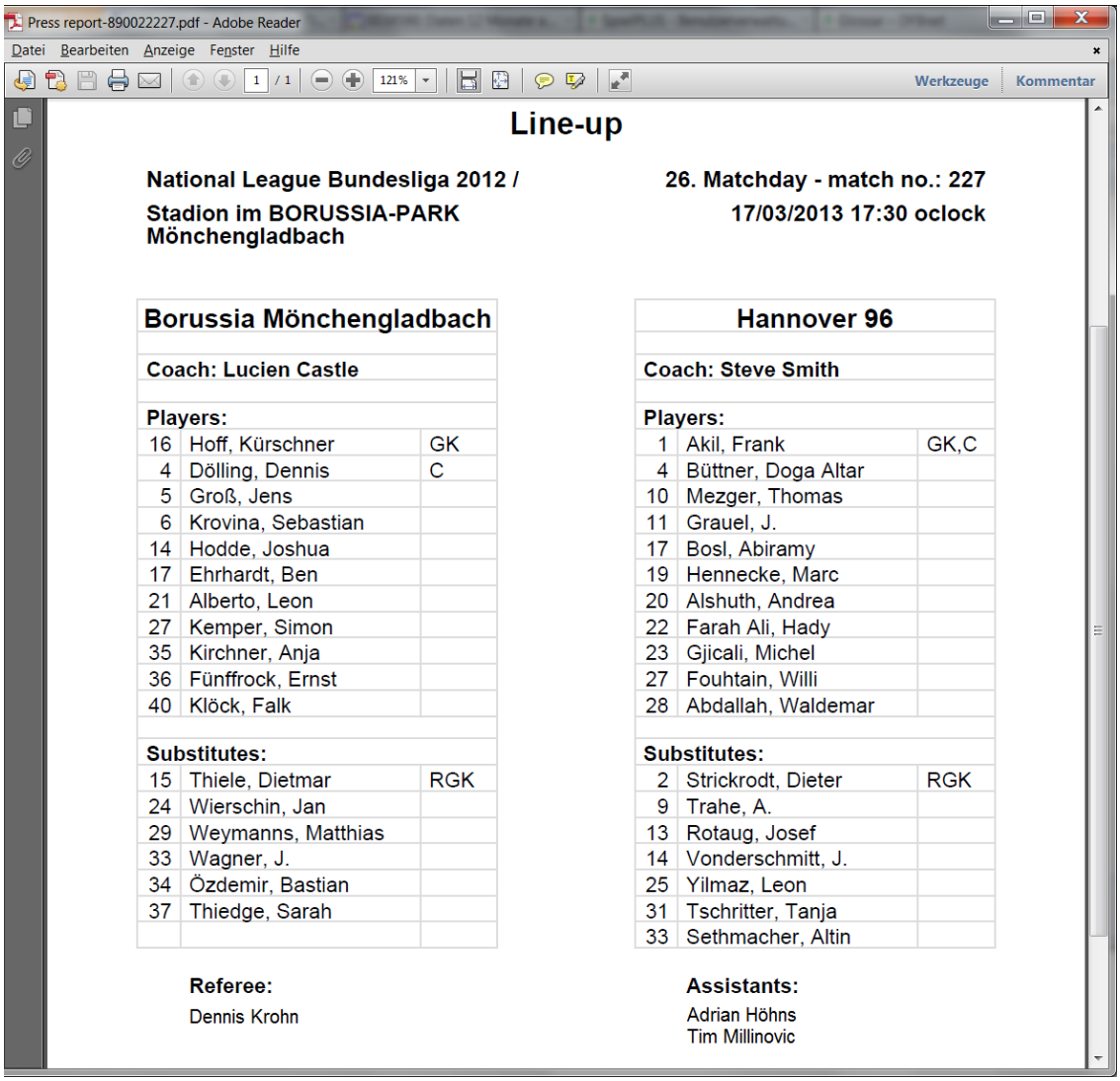


Figure 8: Press report before the match

3.1.5 Display of finished match reports after the match

3.1.5.1 Match reports

If a match report has the status *Referee confirmation*, *Examiner confirmation* or *Subsequent recording complete*, the *All Matches* or *Old Matches* buttons in the fixture list can be used to display the complete match report with the *Line-up*, *Course of match*, *Confirmation* (optional) and *Goal scorers* tabs. *Confirmation* is only shown if the league uses electronic confirmation.

The clubs can make no further changes to *Line-up* or *Course of match*.
For the option of editing in the *Confirmation* tab, see → Chapter 4.4.4.
For the option of editing in the *Goal scorers* tab, see → Chapter 4.3.

3.1.5.2 Player eligibility not checked when completed match reports are displayed

When a released match report is only displayed and printed, the player eligibility is no longer checked. This means that no notifications are generated for transferred players.

If a released match report is corrected by the division manager, all player eligibilities must be checked again, even if the game was in the first round and a long time ago. The program cannot tell whether the match was a long or short time ago.

In this case, these players are marked again with the message
***player eligibility is not testable!**
This message remains even after confirmation.

3.1.5.3 Show detailed information on the players

It is possible that the same team in a club has players with the same first name and last name. There is no way to differentiate between them in the Edit line-up and Show line-up dialog windows.

The pages sbo112 Edit line-up, sbo111 and sbo115 Show line-up now offer the option of showing the players' date of birth and pass number via a mouseover function. This means that the players can be differentiated.

3.1.6 Menu item: Statistics

In all cases, files are created in the csv format and can either be saved or loaded directly into Excel. An old season can be selected here, too. Note: If multiple files are downloaded directly into Excel one after another without closing Excel in between, the files may not be imported or may be imported with a significant delay. To avoid this, it is a good idea to save each file locally and then open it with Excel.

3.1.6.1 Card statistics

Four types of card statistics can be downloaded for each league. The statistics *Yellow cards so far*, *Red cards (incl. second yellow) so far*, *Total cards so far* and *Total cards so far incl. yellow before red*.

3.1.6.2 Goal scorers

A goal scorer ranking is output in descending order by the number of goals in the season.

3.1.6.3 Spectators

States the number of spectators entered by the referee in the match report for each team and match day.

3.1.6.4 Player appearances

There are two types of statistics:

Accumulated player appearance, states the appearances accumulated for each team and match day; this statistic is only significant for regional and upper leagues.

Player appearance (detail) with the variants... *without non-appearances/…with non-appearances*, states the individual appearance times of the club players for all matches in the league and season. In the *...without non-appearances* variant, the matches with appearance time 0 are hidden.

Downloading the player appearance times for all players in a team

The player appearance times for all players in a team can be downloaded as a csv file. This function can be called up by the team official for the players in his team and by the division manager for all players in his division.

The download of the player appearance times can be called up under *Player appearances, Match times with/without non-appearances (detail)*.
The season, league and match day from – to must be selected for these statistics. A csv file is generated in every case.

Download to a ZIP archive

In order to reduce the quantity of data, the download file is created as a ZIP archive which contains the csv file. The archive can be opened with WinZip or another compatible ZIP program and the csv file can be loaded directly into Excel.

Structure of the csv file and use in Excel

If the file is loaded into Excel, the appearances of all players in the team are sorted alphabetically and, within the player, by match date in descending order. In order to view the data individually, it is a good idea to filter it, such as using the auto filter.

Explanation of some of the output fields:

Appearances of both **active and inactive** players are output, because transferred players would otherwise not be recorded.

The match times for the first and second halves are given under ***Match Time - 1st Half and Match Time-2nd Half***, so that it is easier to see how the *Appearance-real* is calculated.

The injury time minutes of the first and second halves and the extra time if applicable are included in the calculation of ***Appearance-Actual-Time***, e.g. 1 to 45+2, 46 to 90+1 = 93.

Under ***Appearance-In-Normal-Match-Time***, the injury time minutes are not included, but are standardized to 45 and 90 minutes, e.g. 1 to 45+2, 46 to 90+1 = 90.

Special cases:

1. If a player is brought on in the **last minute** of the match time or injury time, the following is output:
   Appearance minute real = 1, appearance minute standardized = 1
2. If a player is brought on **in injury time**, the following is output:
   Appearance minute real = real difference, appearance minute standardized = 1
3. If a player is brought on at half time, the referee documents the 46th minute in the match report; in this case, the appearance minutes of the player brought on have to be increased by 1, since he played for 45 minutes, not 44.
4. In the player appearance statistics, the full nominal match time (match duration entry from league rule) is calculated for a player who was brought on without a minute being stated (juniors). The same applies for a player who was substituted, but not entered by name (juniors).
5. **No** appearances for the match are recorded if the match is **abandoned**.

Data quantities and download times

Depending on the league, the data quantities which result when statistics are retrieved can be significant. The retrieval therefore takes several minutes and puts significant strain on the application. The system therefore allows **only one retrieval** at a time (serialization retrieval). If a request is underway and another user starts a second retrieval, the new one is rejected and the following message appears:

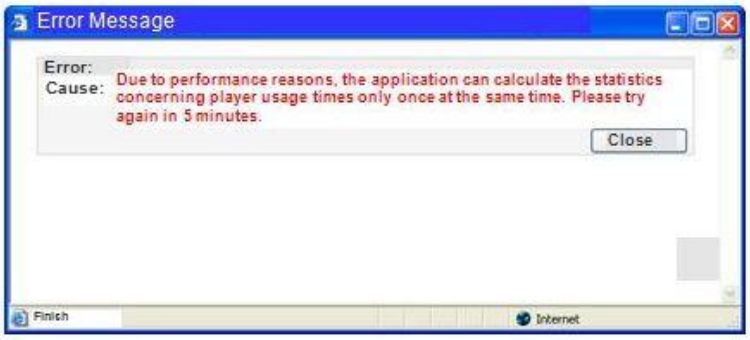

Error Message
Error:
Cause:
Due to performance reasons, the application can calculate the statistics concerning player usage times only once at the same time. Please try again in 5 minutes.
Close
Finish
Internet

Figure 9: Serialization retrieval

The second user must wait before trying again and restarting the retrieval.

3.1.7 Menu item: Show open player suspensions

The *Open suspensions* function provides an overview of the current open suspensions of players in the club's team, related to the league and competition. The *championship/cup* or *friendly match* competition and the league or team must first be selected.

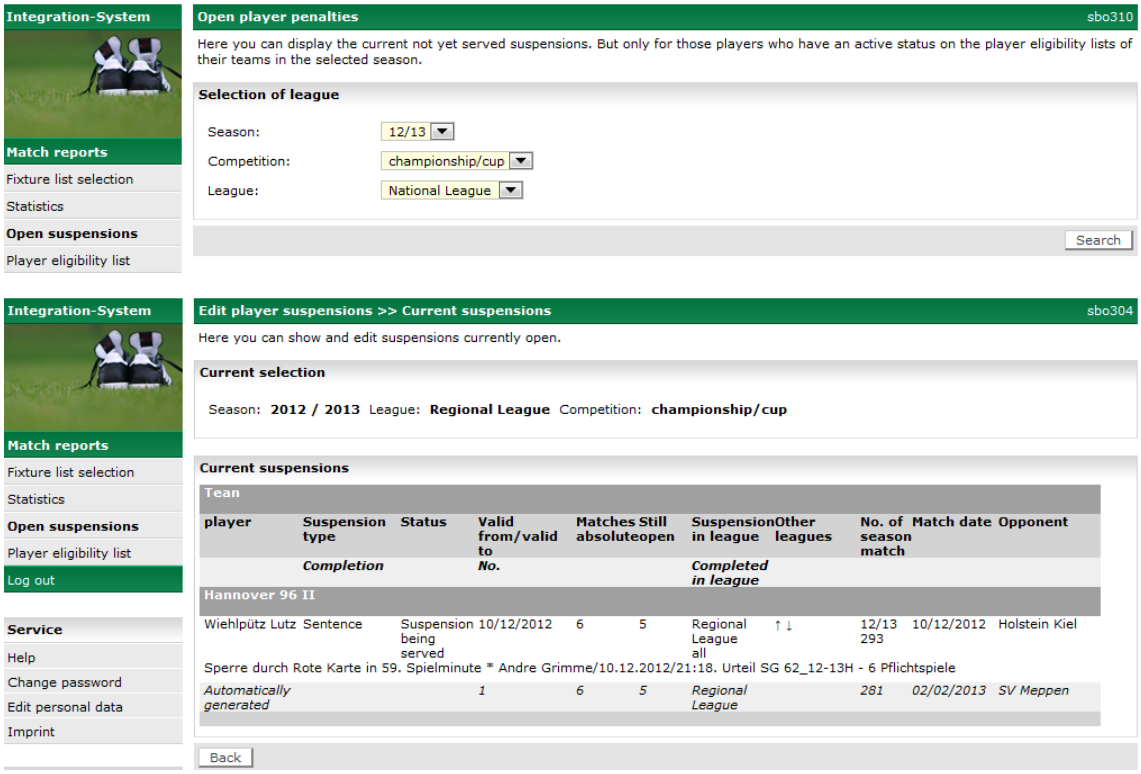


Figure 10: Open suspensions for the players of a club

Open suspensions for the players of a club The validity of the suspension in the competition is shown below the league, Ch = Championship, Cu = Cup, F = Friendly. If the validity for higher or lower leagues is given in the suspensions, it is also shown there, as in the example above.

If a judgment with a suspension for multiple matches has been given as the result of a red card, the serving of this suspension can sometimes be shown (further lines in italics). If the suspension has been served completely, it is no longer shown.

If a player has multiple suspensions, e.g. one match due to a second yellow card and multiple matches due to a sports disciplinary court judgment, the suspension for the second yellow card is served first, followed by the suspension resulting from the judgment.

3.1.8 Menu item: Player eligibility list

3.1.8.1 Edit player eligibility list

The player eligibility list for a team is created by the team official. The pass data in Pass System Admin can be accessed for this. The division manager can check, correct and confirm (lock) the list. At the start of a season, the player eligibility lists are empty and must be compiled again.

This function is provided to the team official in the left-hand navigation bar under the menu item *Player eligibility list*. On page *sbl010,* an overview of the teams registered by the club is displayed, for which the registered team official is authorized for. See figure below:

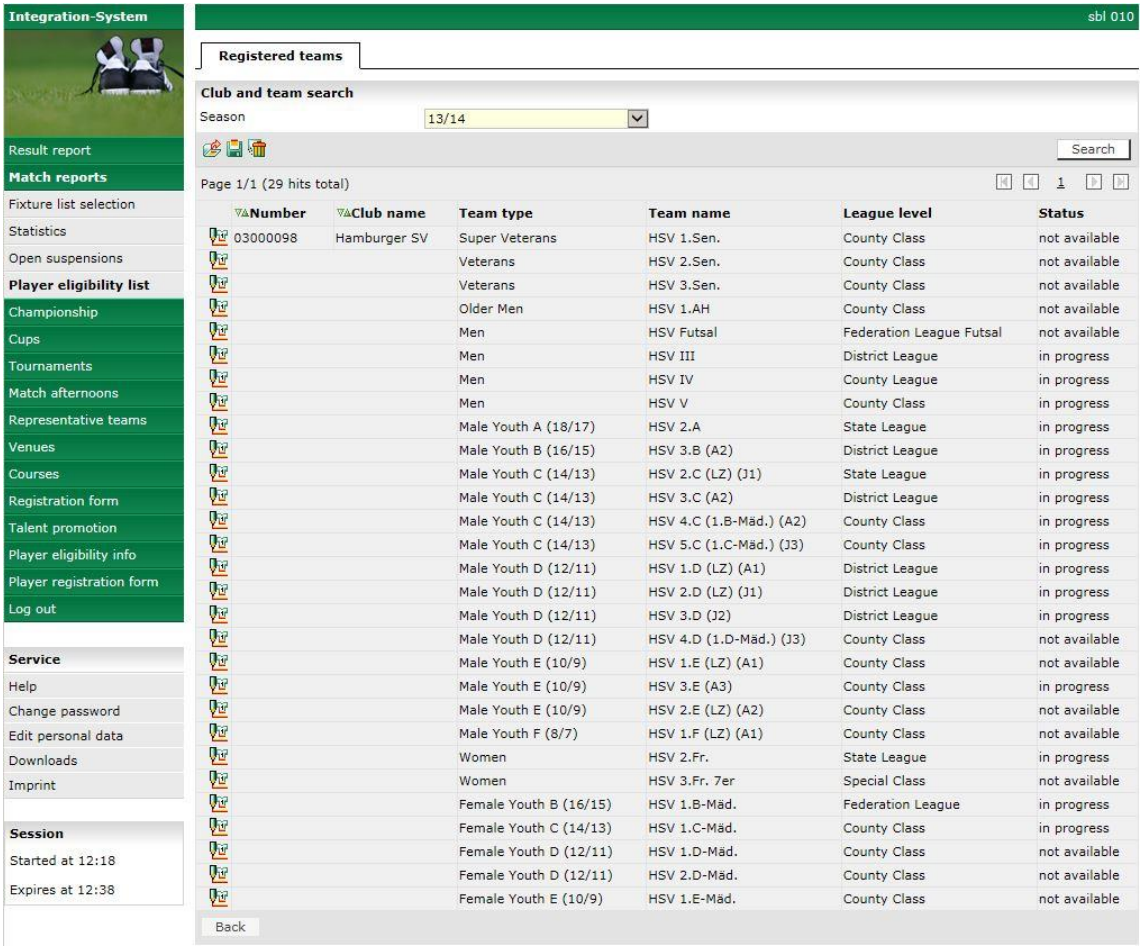

Integration-System
Result report
Match reports
Fixture list selection
Statistics
Open suspensions
Player eligibility list
Championship
Cups
Tournaments
Match afternoons
Representative teams
Venues
Courses
Registration form
Talent promotion
Player eligibility info
Player registration form
Log out
Service
Help
Change password
Edit personal data
Downloads
Imprint
Session
Started at 12:18
Expires at 12:38
sbl 010
Registered teams
Club and team search
Season
13/14
Search
Page 1/1 (29 hits total)
Number
Club name
Team type
Team name
League level
Status
03000098 Hamburger SV Super Veterans HSV 1.Sen. County Class not available
Veterans HSV 2.Sen. County Class not available
Veterans HSV 3.Sen. County Class not available
Older Men HSV 1.AH County Class not available
Men HSV Futsal Federation League Futsal not available
Men HSV III District League in progress
Men HSV IV County League in progress
Men HSV V County Class in progress
Male Youth A (18/17) HSV 2.A State League in progress
Male Youth B (16/15) HSV 3.B (A2) District League in progress
Male Youth C (14/13) HSV 2.C (LZ) (J1) State League in progress
Male Youth C (14/13) HSV 3.C (A2) District League in progress
Male Youth C (14/13) HSV 4.C (1.B-Mäd.) (A2) County Class in progress
Male Youth C (14/13) HSV 5.C (1.C-Mäd.) (J3) County Class in progress
Male Youth D (12/11) HSV 1.D (LZ) (A1) District League in progress
Male Youth D (12/11) HSV 2.D (LZ) (J1) District League in progress
Male Youth D (12/11) HSV 3.D (J2) District League in progress
Male Youth D (12/11) HSV 4.D (1.D-Mäd.) (J3) County Class not available
Male Youth E (10/9) HSV 1.E (LZ) (A1) County Class not available
Male Youth E (10/9) HSV 3.E (A3) County Class in progress
Male Youth E (10/9) HSV 2.E (LZ) (A2) County Class not available
Male Youth F (8/7) HSV 1.F (LZ) (A1) County Class not available
Women HSV 2.Fr. State League in progress
Women HSV 3.Fr. 7er Special Class not available
Female Youth B (16/15) HSV 1.B-Mäd. Federation League in progress
Female Youth C (14/13) HSV 1.C-Mäd. County Class in progress
Female Youth D (12/11) HSV 1.D-Mäd. County Class not available
Female Youth D (12/11) HSV 2.D-Mäd. County Class not available
Female Youth E (10/9) HSV 1.E-Mäd. County Class not available
Back

Figure 11: Edit player eligibility list of registered teams

In the example above, the user is authorized for all team types on the national and the regional association league level, so all teams are displayed here.
In the far right column, the status of player eligibility list is displayed.

Status	Meaning
In progress	The player eligibility list can be edited by the club.
Confirmed	The division manager has confirmed the player eligibility list. It can no longer be edited by the club, only the division manager can make changes.
Not available	The player eligibility list does not exist (yet).

Table 3: Status of the player eligibility list

After selecting a team using the icon, all already assigned players are displayed. If editing is possible, please see table above.

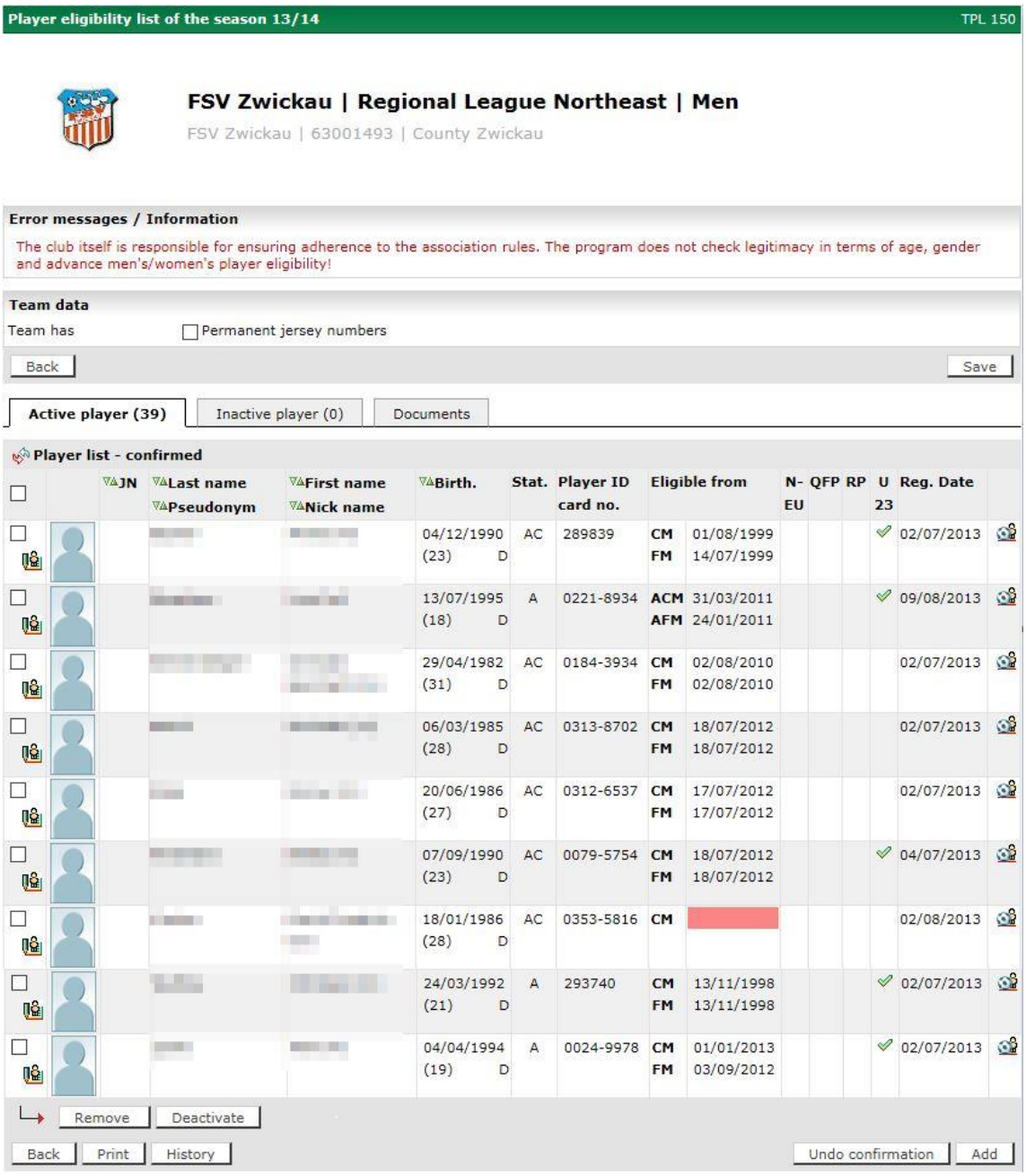

Player eligibility list of the season 13/14
TPL 150
FSV Zwickau | Regional League Northeast | Men
FSV Zwickau | 63001493 | County Zwickau
Error messages / Information
The club itself is responsible for ensuring adherence to the association rules. The program does not check legitimacy in terms of age, gender and advance men's/women's player eligibility!
Team data
Team has
Permanent jersey numbers
Back
Save
Active player (39)
Inactive player (0)
Documents
Player list - confirmed
JN
Last name
Pseudonym
First name
Nick name
Birth.
Stat.
Player ID card no.
Eligible from
N-EU
QFP
RP
U 23
Reg. Date
04/12/1990 (23) D AC 289839 CM FM 01/08/1999 14/07/1999 02/07/2013
13/07/1995 (18) D A 0221-8934 ACM AFM 31/03/2011 24/01/2011 09/08/2013
29/04/1982 (31) D AC 0184-3934 CM FM 02/08/2010 02/08/2010 02/07/2013
06/03/1985 (28) D AC 0313-8702 CM FM 18/07/2012 18/07/2012 02/07/2013
20/06/1986 (27) D AC 0312-6537 CM FM 17/07/2012 17/07/2012 02/07/2013
07/09/1990 (23) D AC 0079-5754 CM FM 18/07/2012 18/07/2012 04/07/2013
18/01/1986 (28) D AC 0353-5816 CM 02/08/2013
24/03/1992 (21) D A 293740 CM FM 13/11/1998 13/11/1998 02/07/2013
04/04/1994 (19) D A 0024-9978 CM FM 01/01/2013 03/09/2012 02/07/2013
Remove
Deactivate
Back
Print
History
Undo confirmation
Add

Figure 12: Edit player eligibility list

Regardless of whether an offense has been committed or not, the legal note shown in red always appears at the top of the page as a reminder.

There is a single player eligibility list per season for all competitions in which the team participates. This contains all players allocated to the club who have at least one type of match eligibility. The first and second match eligibilities are currently found from the Pass Admin and shown in the list with their respective dates. This is shown in the *Eligible from* column, e.g.:

Eligible from

CM 01/08/1999
FM 14/07/1999
ECM 31/03/2011
EFM 24/01/2011
S 01/01/2011

where CM stands for competitive match eligibility, FM for friendly match eligibility, ECM for early competitive match, early friendly match and S for second/guest match eligibility. The lines are omitted if the relevant player eligibility is not present.

As a rule, a player can be allocated to multiple teams in a club, i.e. to multiple player eligibility lists, such as first team, second team.

All players that are lined-up to play in the matches of the team, must be listed in the *Active player* tab. In the *Inactive player* tab, players are listed who cannot or can no longer be lined-up, e.g. these players belonged to the club in that season, but have now been transferred to a different club. The team official of the club is in charge of setting the transferred player to an inactive player.

The player eligibility list can be output as a pdf file (*Print* button).

3.1.8.2 Player eligibility check

When the player eligibility list is called up using the menu item and a league has been selected, a player eligibility check is conducted for the saved players via the Player Registration System (note: this process can take a few minutes). The list is only shown when the check is completed. Players without a player eligibility are shown in red.

The program does not set players to inactive itself; the club must do this by editing the player master data. see Chapter 3.1.8.4.

3.1.8.3 Taking the various player eligibilities into account

Which player eligibility applies in which association/state association and in which league is subject to so many different rules that no uniform rule can be derived. The information on which match eligibilities permit the players to participate in matches can be set by the association for each league using the league rules. The factual accuracy is the responsibility of the association/state association.

When the line-up is edited in the match report, the program uses the league rules to check which player eligibility is valid for the league and only offers players who have one of the valid player eligibility statuses and for whom the date of the match can be achieved. Therefore, the team official can only add players who are eligible for this match to the line-up.

3.1.8.4 Editing the player master data

This function can only be used if the player eligibility list has **not** been **locked** by the division manager. By clicking on the *Editing* icon, the player's master data is displayed for editing. Changes or additions must be saved using the *Save* button.

Characteristics can only be added or changed for players who are not maintained in the Player Registration System or by the association. Only these fields are unlocked

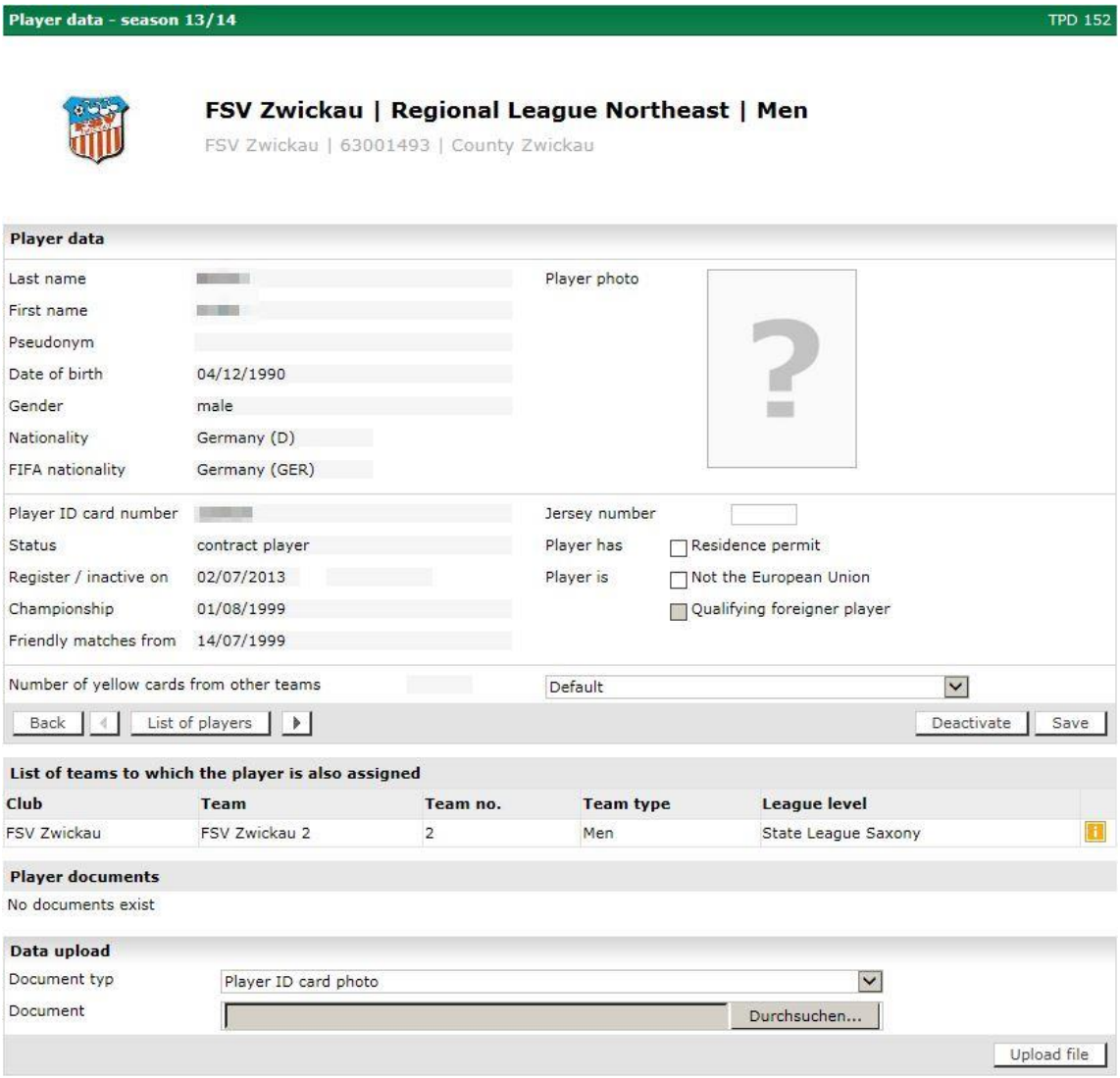


Figure 13: Player master data

Set to inactive: Players who should not or cannot be appointed for future matches (e.g. due to club transfer) must be set to inactive. They remain in old match reports. A club transfer in the Player Registration System does not automatically deactivate a player in the player eligibility list.

Deletion: A player can only be *deleted* (from the player eligibility list) if he has not yet made an appearance.

Note: No suspensions are shown and no served suspensions saved for players who have been set to inactive or deleted (see 3.1.4.13).

3.1.8.5 Player appearance information

By selecting the icon at the end of a player, you can gain information on the player's appearances so far in the selected team in the *team* tab. In the *club* tab, you see appearances in other teams.

Notes:

1. The matches are shown in descending order by date.
2. In addition to the data on the match, the program also shows from which to which minute the player was on the pitch and how many minutes that was in total. The injury

time in the first and second halves is **not** counted (standardized minutes). The real appearance minutes are shown in the player appearance statistics (csv format).

3. The number of matches in the season so far and the total appearance time (standardized) in the starting line-up and as a substitute player are shown at the bottom of the page.

A similar function can also be called up by the team officials from the line-up display. The assessment of whether a player can be used is up to the club.

3.1.8.6 Display of player suspensions

The club's team officials are also notified of open suspensions in the player eligibility list.

The open suspensions of a player which are valid for this league and competition in accordance with the suspension rule are shown by icons on the *Edit player eligibility lists sbo203* page. The origin can be seen, i.e. from the player's own or a different team.

Suspension from the selected team:
Suspension from another team:

In particular, the club must pay attention to open suspensions from the old season and/or following a club transfer when creating player eligibility lists at the start of the season or after transfer period 2.

The program automatically transfers the open suspensions from the old season or following a club transfer if players are added to the player eligibility list and if the transfer destination is clear. This is guaranteed in the following cases:

Case 1: Player remains in the same team, this team plays in the new season in the same league.
Case 2: Player changes clubs, so he goes to a new team, but this team plays in the same league.
Case 3: Player remains in the same team, but this team relegates or promotes to another league.

In all other ambiguous cases in which the program cannot clearly transfer the suspension, the division manager or the sports judge responsible must transfer the suspension.

3.1.8.7 Setting a warning message for Inactive

If a player on the player eligibility list is set to inactive and has an open suspension, a warning message appears, stating that no further served suspensions will be generated and saved for that player.

In the past, there have repeatedly been cases in which players were set to inactive by the club after long injury breaks and then did not serve still open suspensions. This is technically correct, if the player does not have the eligibility to play, but not when the player is only injured. In the case of a club transfer, setting to inactive is both necessary and correct.

The system cannot distinguish between these cases and therefore cannot prevent the inactivation, but issues a warning.

3.1.8.8 Player allocation with access to pass data

The function *Add* is available as long as the division manager has not yet confirmed the player eligibility list.
Using the *Add* button, the players of the club that have a player eligibility for the corresponding

team are offered to you for allocation. Which players are selected for allocation depends on some specified conditions, see the following chapter.

3.1.8.9 Selection when compiling for a men's/ women's team

The program offers all players of the club who meet the following selection conditions for addition to the player eligibility list:

1. All players from the Seniors (male/female) age group with valid **competitive, friendly or second/guest match eligibility**,
2. All players who have valid advance **men's/women's player eligibility** (playing for higher age class),
3. All players who meet a condition via the association-specific switch in the *General* tab in Pass Admin:

   Older A juniors are eligible for the men's team: Yes/no
   and Younger A juniors are eligible for the men's team: Yes/no
   Older B juniors (female) are eligible for the women's team: Yes/no
   18-year-old A juniors are eligible for the men's team: Yes/no

The settings in each state association can be made by the state association administrator.

3.1.8.10 Selection when compiling for a junior team (male/female)

The program offers all players of the club who meet the following selection conditions for addition to the player eligibility list:

1. All players from the **relevant juniors (male/female) age group** with a valid competitive, friendly or second/guest match eligibility (e.g. B juniors),
2. All players from the **two younger age groups** in each case with a valid competitive/guest match eligibility (C and D juniors in this case),
3. For F juniors, only G juniors, i.e. just one subordinate age group.
4. Exception: Seniors (female) and B and C juniors (female) are provided for an **A juniors (female) team**, because Pass Admin does not contain the age group A juniors (female).

3.1.8.11 Selection when compiling a mixed team

In the B juniors (male) team and below, female juniors of up to one year older can play. If the identifier "Mixed team" is set in the header on page sbo203, the program offers all female juniors in the relevant age group plus one age group higher for addition to the player eligibility list, i.e. for:

B juniors (male)	also B juniors (female) (there is no higher team, see note on A juniors (female))
C juniors (male)	also C and B juniors (female)
D juniors (male)	also D and C juniors (female)

etc.

The club itself is responsible for adhering to the "female juniors up to one year older" rule; the program does not check this “Team type name”.

3.1.8.12 Club collaboration

If a team is registered as a club collaboration using the systems registration form, the players of **both clubs involved** in the relevant age group are offered for addition to the player eligibility list (for details, see → in Chapter 4).

3.1.8.13 Youth promotion club and home club

If players in a youth promotion club have also been given advance men's/women's player eligibility in their home club, these players are also offered in the relevant men's/women's team of the home club.

3.1.8.14 Subsequent recording of the match report by clubs

See Chapter 4.2.

3.1.8.15 Subsequent recording of the goal scorers by clubs

See Chapter 4.3.

3.2 Functions for the referee

The system treats referees, assistant referees and fourth officials in the same way. Therefore, only the term 'referee' is used in the description below. The statements also apply to the assistant referees and fourth officials.

3.2.1 Dialog flow

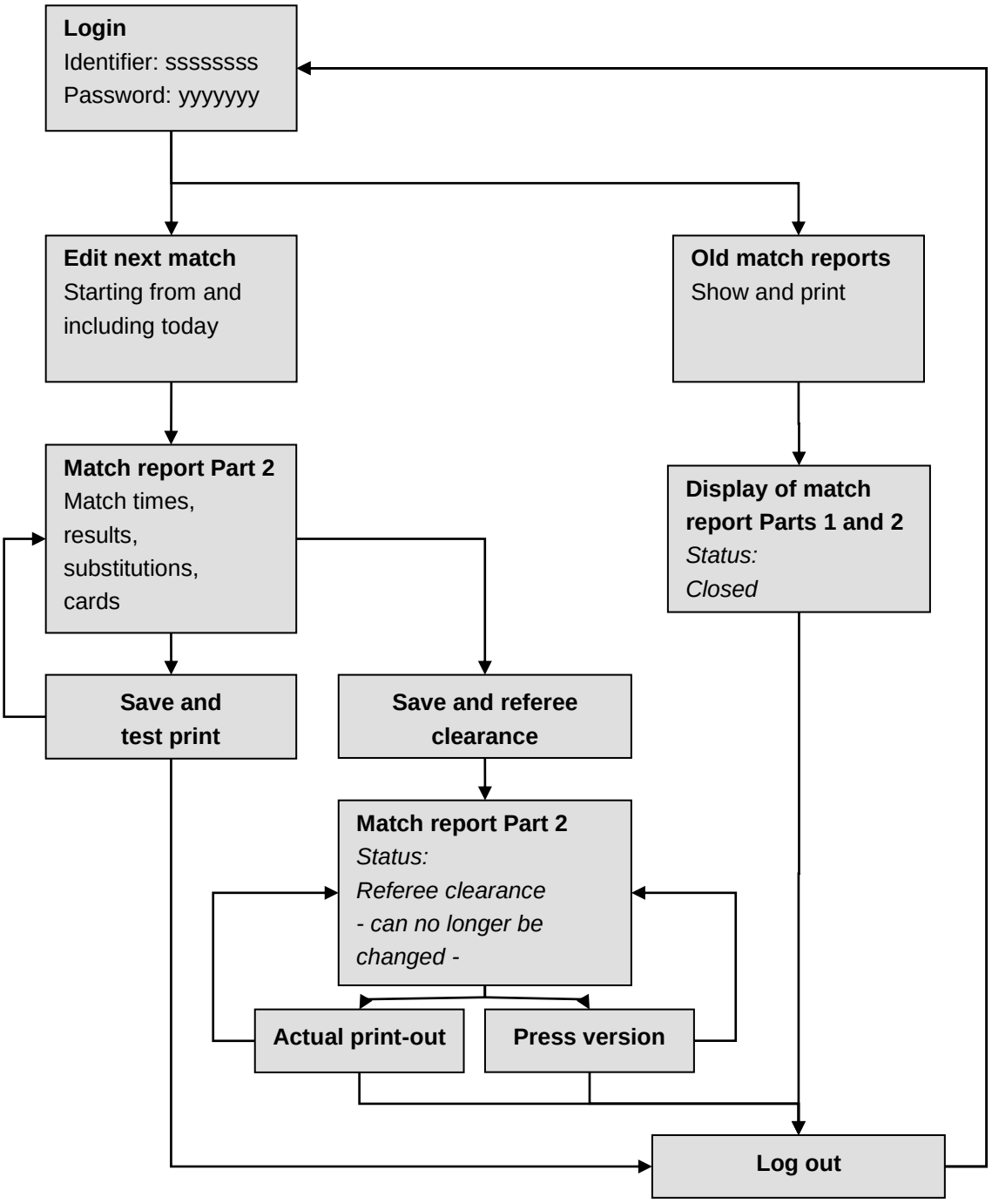


Figure 14: Dialog flow of the application in the role of a referee

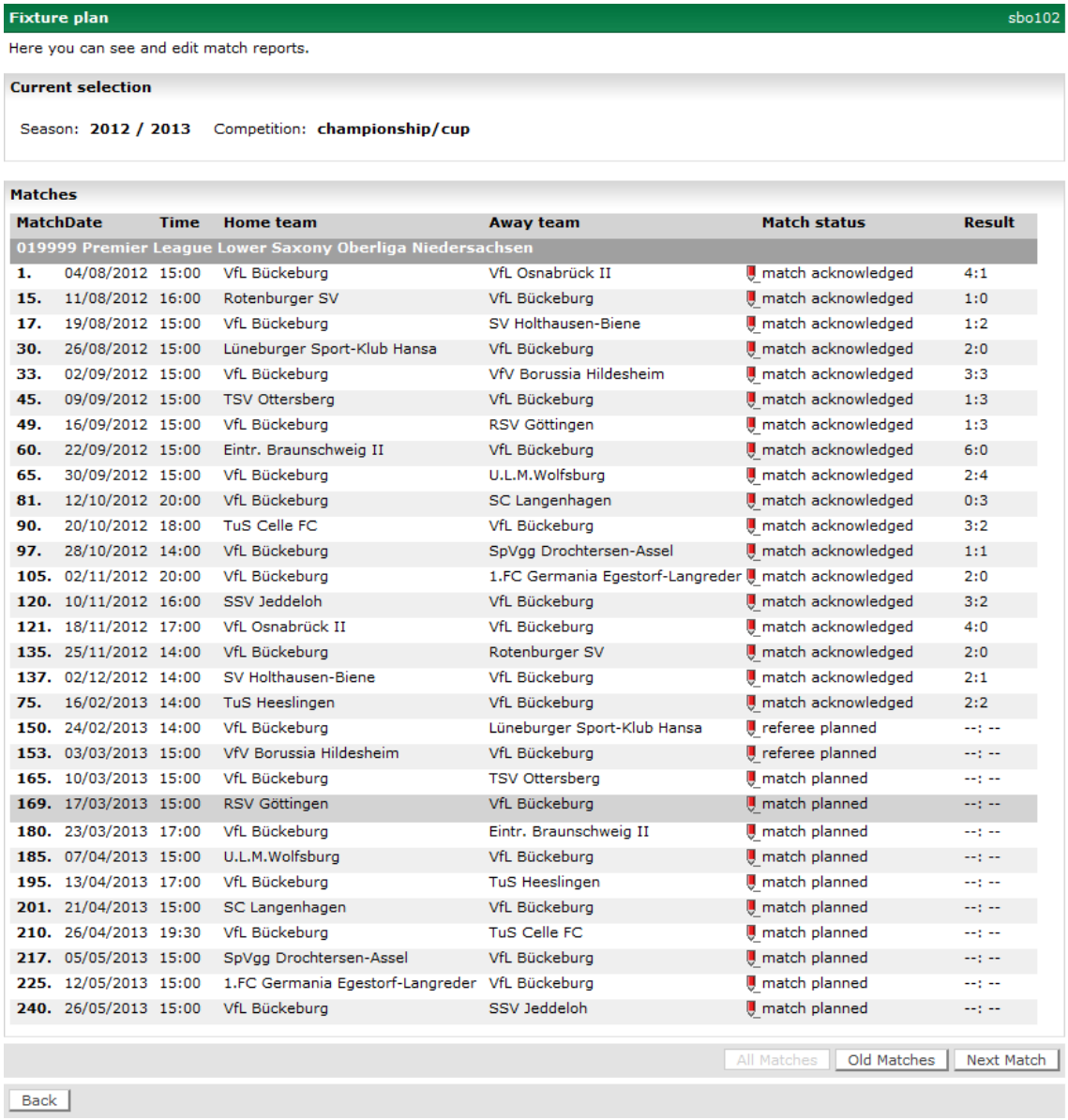
3.2.2 Login

The referee logs in to the system using his identifier.

3.2.3 Fixture list selection

3.2.3.1 Getting started after logging in

By default, the system is positioned on the next matches in the current season, starting from today's date, for which the registered referee/assistant referee/fourth official has been appointed via the system Referee Appointment. Without an appointment, no match is offered for editing.



Fixture plan sbo102

Here you can see and edit match reports.

Current selection

Season: **2012 / 2013** Competition: **championship/cup**

Matches

MatchDate	Time	Home team	Away team	Match status	Result
019999 Premier League Lower Saxony Oberliga Niedersachsen					
1. 04/08/2012	15:00	VfL Bückeburg	VfL Osnabrück II	match acknowledged	4:1
15. 11/08/2012	16:00	Rotenburger SV	VfL Bückeburg	match acknowledged	1:0
17. 19/08/2012	15:00	VfL Bückeburg	SV Holthausen-Biene	match acknowledged	1:2
30. 26/08/2012	15:00	Lüneburger Sport-Klub Hansa	VfL Bückeburg	match acknowledged	2:0
33. 02/09/2012	15:00	VfL Bückeburg	VfV Borussia Hildesheim	match acknowledged	3:3
45. 09/09/2012	15:00	TSV Ottersberg	VfL Bückeburg	match acknowledged	1:3
49. 16/09/2012	15:00	VfL Bückeburg	RSV Göttingen	match acknowledged	1:3
60. 22/09/2012	15:00	Eintr. Braunschweig II	VfL Bückeburg	match acknowledged	6:0
65. 30/09/2012	15:00	VfL Bückeburg	U.L.M.Wolfsburg	match acknowledged	2:4
81. 12/10/2012	20:00	VfL Bückeburg	SC Langenhagen	match acknowledged	0:3
90. 20/10/2012	18:00	TuS Celle FC	VfL Bückeburg	match acknowledged	3:2
97. 28/10/2012	14:00	VfL Bückeburg	SpVgg Drochtersen-Assel	match acknowledged	1:1
105. 02/11/2012	20:00	VfL Bückeburg	1.FC Germania Egestorf-Langreder	match acknowledged	2:0
120. 10/11/2012	16:00	SSV Jeddeloh	VfL Bückeburg	match acknowledged	3:2
121. 18/11/2012	17:00	VfL Osnabrück II	VfL Bückeburg	match acknowledged	4:0
135. 25/11/2012	14:00	VfL Bückeburg	Rotenburger SV	match acknowledged	2:0
137. 02/12/2012	14:00	SV Holthausen-Biene	VfL Bückeburg	match acknowledged	2:1
75. 16/02/2013	14:00	TuS Heeslingen	VfL Bückeburg	match acknowledged	2:2
150. 24/02/2013	14:00	VfL Bückeburg	Lüneburger Sport-Klub Hansa	referee planned	--: --
153. 03/03/2013	15:00	VfV Borussia Hildesheim	VfL Bückeburg	referee planned	--: --
165. 10/03/2013	15:00	VfL Bückeburg	TSV Ottersberg	match planned	--: --
169. 17/03/2013	15:00	RSV Göttingen	VfL Bückeburg	match planned	--: --
180. 23/03/2013	17:00	VfL Bückeburg	Eintr. Braunschweig II	match planned	--: --
185. 07/04/2013	15:00	U.L.M.Wolfsburg	VfL Bückeburg	match planned	--: --
195. 13/04/2013	17:00	VfL Bückeburg	TuS Heeslingen	match planned	--: --
201. 21/04/2013	15:00	SC Langenhagen	VfL Bückeburg	match planned	--: --
210. 26/04/2013	19:30	VfL Bückeburg	TuS Celle FC	match planned	--: --
217. 05/05/2013	15:00	SpVgg Drochtersen-Assel	VfL Bückeburg	match planned	--: --
225. 12/05/2013	15:00	1.FC Germania Egestorf-Langreder	VfL Bückeburg	match planned	--: --
240. 26/05/2013	15:00	VfL Bückeburg	SSV Jeddeloh	match planned	--: --

All Matches | Old Matches | Next Match

Back

Figure 15: Referee view after registering

3.2.3.2 Show old matches

The *Old Matches* button can be used to show previous matches with their match reports. When a match report is called up, the status at the latest confirmation is shown. No changes can be made, but it can be shown and printed.

3.2.3.3 Show all matches

The *All matches* button can be used to show previous and future matches, i.e. the entire fixture list for the season. The same limitations as described above apply for calling up a completed match report. No match reports can be created for the next match but one or for future matches.

3.2.3.4 Create a match report for the next match

The next match can be shown using the *Next Match* button. The match report for a match is edited by clicking on the *pencil icon*.

3.2.3.5 Select matches from an older season

Fixture list selection takes you back to the match selection, as when logging in. However, an older season (from 11/12) can be selected here, too. The season always runs from July 1 to June 30 of the following year. The match reports of an older season can no longer be edited, but can only be shown and printed.

3.2.4 Creating the match report Part 2 (Course of match)

Once the match has been called up, the referee first sees Part 1 in the *Line-up* tab. The team line-up can be viewed again here.

Normally, the referee then selects the *Course of match* tab.

3.2.4.1 Line-up changes before the match after club confirmation

Exception: If changes were made to the team line-up **before the match and after club confirmation**, these changes must now be entered by calling up the C*orrect line-up* function.

Warning!

If the *Correct line-up* function is selected before the clubs have cleared, this will result in the clubs involved being unable to make any more entries themselves. A warning message therefore appears:

Meldung von Webseite
Warning! If you answer OK here, the team representatives can no longer edit and clear the line-up and must accept/import it as it is. If you do not want this, abort.
OK
Abbrechen

Figure 16: Warning appears when referee makes changes

If it is answered with OK, the line-ups can be edited. The referee can also subsequently record the line-ups completely if one or both clubs were unable to confirm before the match. The *Correct line-up* function is therefore not linked to club confirmation.

The changes before the match may have been:

a) late nominations to the line-up from the player eligibility list or

b) replacement of players within the team and reserve team.

When the *Correct line-up* function is called up, the *Edit line-up* functions are activated under the home and visiting teams and the fields for the club officials confirmed.

To correct the club officials, simply overwrite and save.

To correct the line-ups, the *Edit line-up* function must be called up separately for the home and visiting teams. The line-ups can be edited there and are subjected to the same checks as for the team official.

Corrections by the referee set the match report from the *Club confirmation* or *In planning* status to *In progress*.

3.2.4.2 Adjustment document

In addition, when the match report is printed for Part 2 (Course of match), an *adjustment document* for Part 1 (Line-up) is output. This contains the two new line-ups and the changes are marked with:

Replacement The players were swapped from the team into the reserve team or vice versa.

New The players were added to the team or reserve team from the player eligibility list.

Removed These players were removed from the team or reserve team.

Replacement and *New* are output in the Note column for the player; *Removed* is shown in the Notes line, stating the player's name.

3.2.4.3 Course of match

The match times and results are first recorded in the *Course of match* tab.

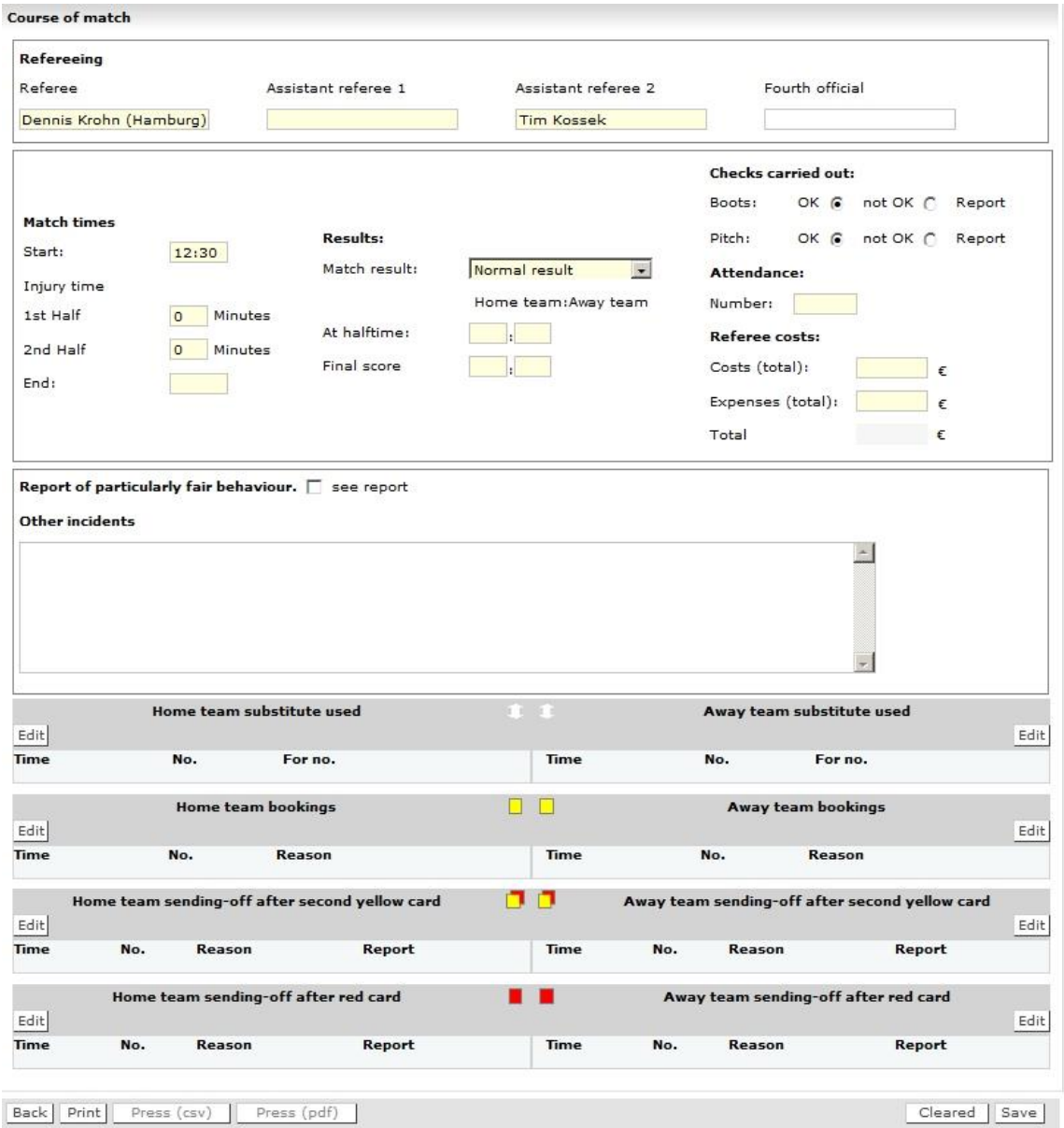


Figure 17: Course of match

Referee and assistants

If no assistants have been appointed, i.e. the fields are empty, the names of the assistants can be entered. This does not change the referee appointments in the System Referee Appointment module. Changes there are reserved for the referee appointer.

Referees and assistant referees can also refuse publication of their name in the match report on the internet.

Do not publish referees and assistant referees: ☑

If this button is pressed, the names of the referee and the assistant referees should not be published on a website.

Please note that the publication is mandatory in all national leagues.

Match times:

The time entries *Start* and *End* must contain valid times in the format *hh:mm*.

Injury time (minutes in addition to the normal match time) is given in minutes (1 to nn).

Results:

The match results are always entered in the following format:
Home goals : Away goals

The following options are provided for this:

Match result/ special event	**Entry of results fields**	**Examples**
"Normal result"	Yes, plausible entries required	At halftime: 1:0 Final score: 2:1
Match canceled	No	~
Match aborted	Yes, plausible entries required	At halftime: 1:0 Final score: 1:0
Non-appearance home team	No	~
Non-appearance away team	No	~
Non-appearance both	No	~

Table 4: Match results and special events

A warning appears if no "Normal result" is entered:
"Do you really want to enter a special event for the match? Yes/Cancel"

If you answer *Yes*, the special event is retained; if *Cancel*, the "Normal result" is shown again. Each change to a special event triggers the same query; only changing to "Normal result" does not. The query does not appear again when saving or confirming.

For cup matches:

Further results fields are offered for cup matches when extra time and/or penalty shoot-outs are played.

Result after full time	Result without extra time
Result after extra time	Result after extra time
Final result	Result incl. penalties (if used)

3.2.4.4 Checks carried out

OK is set as the preset value. If required, the referee must tick *not OK*; both cannot be set.
If *not OK* is entered, a special report must be compiled.
The special report can be uploaded in the Documents tab, see Chapter 3.2.6 .

3.2.4.5 Other incidents and fair play

For *Other incidents*, a free text field is offered in which the referee can enter the descriptions directly. This is not linked to particular checks or requirements. The length is limited to approx. 1,000 characters.

Information on *fair play* is not entered directly; a special report must be compiled. Here, you need only tick that a special report will be compiled.

3.2.4.6 Saving the match times, results and other incidents

The previous entries must be saved before substitutions and cards are entered. The following warning message appears if this is forgotten:

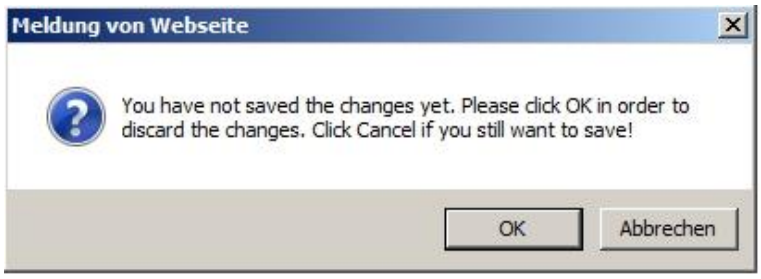

Meldung von Webseite
You have not saved the changes yet. Please click OK in order to discard the changes. Click Cancel if you still want to save!
OK
Abbrechen

Figure 18: Warning due to not saving

Please note that changes will be lost if you click OK! To save, first click *Cancel*, then *Save*.

3.2.4.7 Substitutes used (default case)

The substitutions made during the match are entered here. Here, for the default case that there is a limited substitution contingent and no re-substitution is possible.

Pressing the *Edit* button calls up the following dialog window:

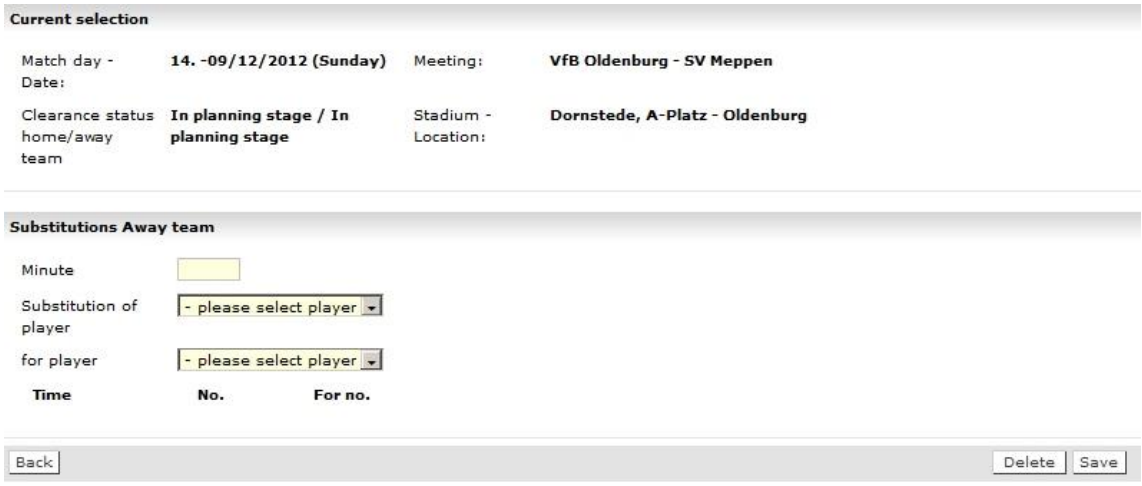


Figure 19: Enter substitutions

If the application finds that a league rule has been broken, i.e. that the change or substitution was not permitted, an error message is output and always remains visible on the screen and the print-out.

The number of possible substitutions is based on the number stated in the league rules or in the division rule; once the prescribed number is reached, the *Save* button is deactivated.

3.2.4.8 Unlimited re-substitution in junior segment (optional)

In some senior and junior divisions, players can be substituted multiple times. There is no need to record the minutes; all the players used should simply be listed in the match report. There is no need to document the multiple substitution either; only the fact that someone was sent on is decisive and is considered an appearance.

The state association administrator can activate a corresponding league rule for leagues in which the aforementioned functions are required.

A substitution can then be entered in the Substitutions block **without** entering the match minute and **without** entering the player substituted. This is then shown in the "For no." column with the note "n/s".

However, despite the league rule switch, the match minute and jersey number of the substituted player can still be entered as usual. In this case, the entries are checked to ensure that they are plausible and valid and the list of substitutes is reduced as usual.

3.2.4.9 Bookings and dismissals (default case)

The yellow, second yellow and red cards are entered here. All players are offered in the player list, regardless of when they were substituted. The plausibility of the match minute entered and the substitution is not checked. Match minutes in extra time should be entered in the same format as for substitutions.

Bookings

Pressing the *Edit* button under *Bookings Home team* or *Bookings Away team* calls up the following dialog window:

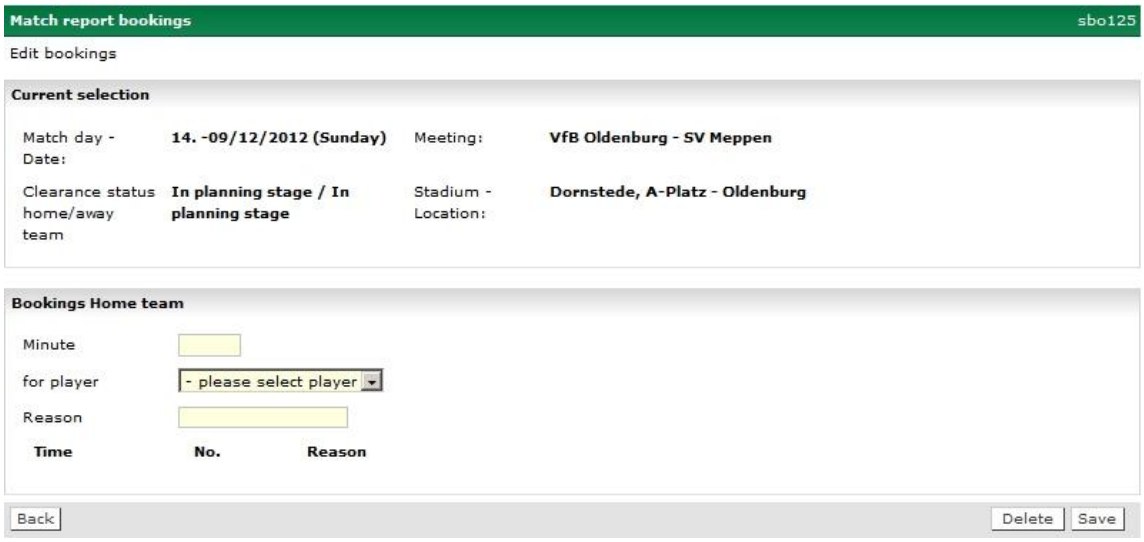


Figure 20: Enter yellow cards

The reason must be entered for a yellow card. The length is limited to 30 characters. For space reasons, only approx. 17 characters are shown in the dialog window. The rest can be viewed by scrolling with the cursor.

Second yellow card

Pressing the *Edit* button under *Home team sending off after second yellow card* or *Away team sending off after second yellow card* calls up the following dialog window: The player list only outputs the players who have previously received a yellow card.

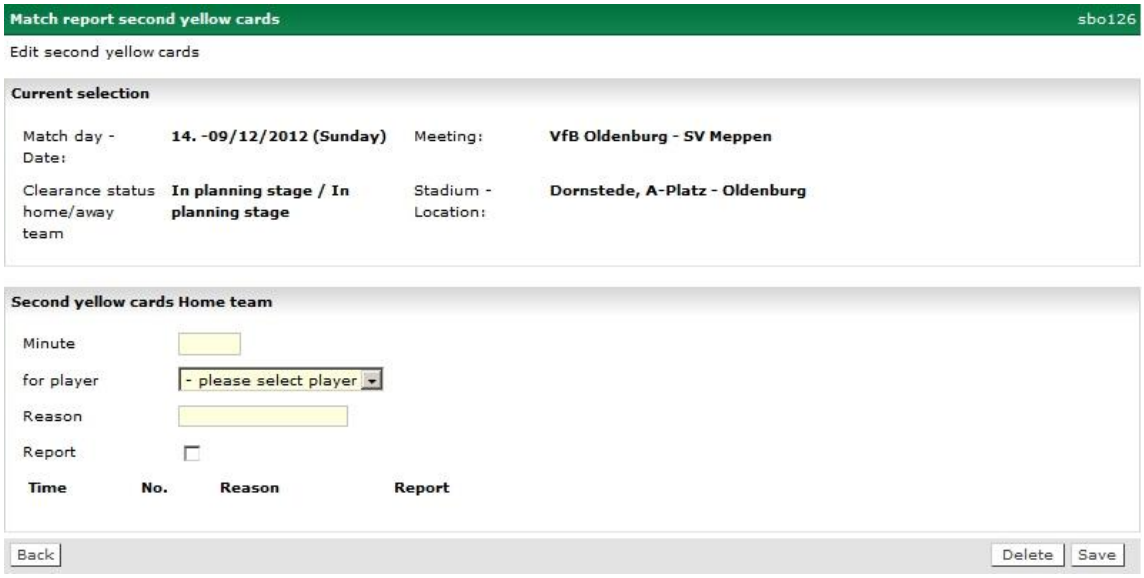


Figure 21: Enter second yellow cards

Red card

Pressing the *Edit* button under *Home team sending off after red card* or *Away team sending off after red card* calls up the following dialog window: As for yellow cards, the player list outputs all players.

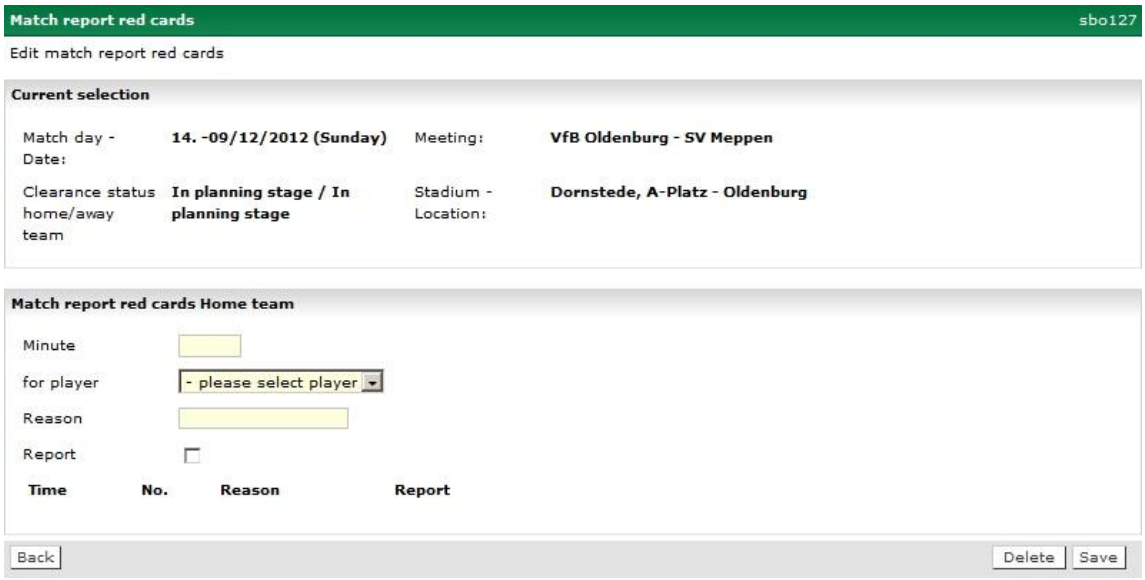


Figure 22: Enter red cards

A reason can be recorded for second yellow and red cards, but it is not mandatory. However, a tick can be placed to indicate a special report (*Report*). The length is limited to 30 characters. For space reasons, only approx. 17 characters are shown in the dialog window. The rest can be viewed by scrolling with the cursor.

3.2.4.10 Time penalties (optional in junior section)

In the junior segment, time penalties are used instead of second yellow cards. This option can be switched on in the league rules for each league by the state association administrator. The option has no impact on yellow or red cards. Time penalties mean that a player has to leave a field at a particular minute and can only return after 5 to 10 minutes after a match interruption. The exact length of the time penalty is not recorded.

Just as for a second yellow card, a player can only receive **one** time penalty per match; another infringement is punished with a red card.

Under Course of match, the *Time penalty* block is offered instead of the *Second yellow cards* block for entering the time penalty. The match minute must be entered. Only players for whom a yellow card has already been recorded can be selected.

3.2.4.11 Entering the match minutes in injury and extra time

Match minutes during injury and extra time must be entered in the following format.

Entry	Meaning	Example
46	Always the first minute of the second half	
45+n	For the nth minute of injury time in the first half	45+2 = 2nd minute of injury time in the first half
90+n	For the nth minute of injury time in the second half	90+3 = 3rd minute of injury time in the first half
91	Always the first minute of extra time	
91 – 105	Extra time 1	
106 – 120	Extra time 2	

Table 5: Entry of match minutes

3.2.4.12 Test print Part 2

Once the referee has finished making his entries, a test print can be created. This should not be used for signatures and is therefore marked with the status "Preliminary match report" and the remark "Test print; do not use as document for signatures".

3.2.4.13 Referee confirmation and print Part 2

The referee can submit the test print to the officials for agreement. The referee can edit the report and print it out again if the officials find that the report contains errors.

Once this is complete, the match report Part 2 is given final confirmation by the referee. It can then no longer be changed and is marked with the status "Referee confirmation".

When referee confirmation is given, the system checks whether the entry of the goal scorers is set to *Complete*. If this is not the case, a warning appears: "Please do not forget to enter the goal scorers."

3.2.4.14 Electronic confirmation (optional)

See Chapter 4.4.

3.2.5 Entry of goal scorers

The goal scorers entry can be called up either directly from the match report (*Goal scorers* tab) or via the football icon in the fixture list.

This is only possible once the match report status is at least *Referee confirmation, Examiner confirmation or Subsequent recording complete*. If the match report has another status, the *Goal scorer* tab is inactive.

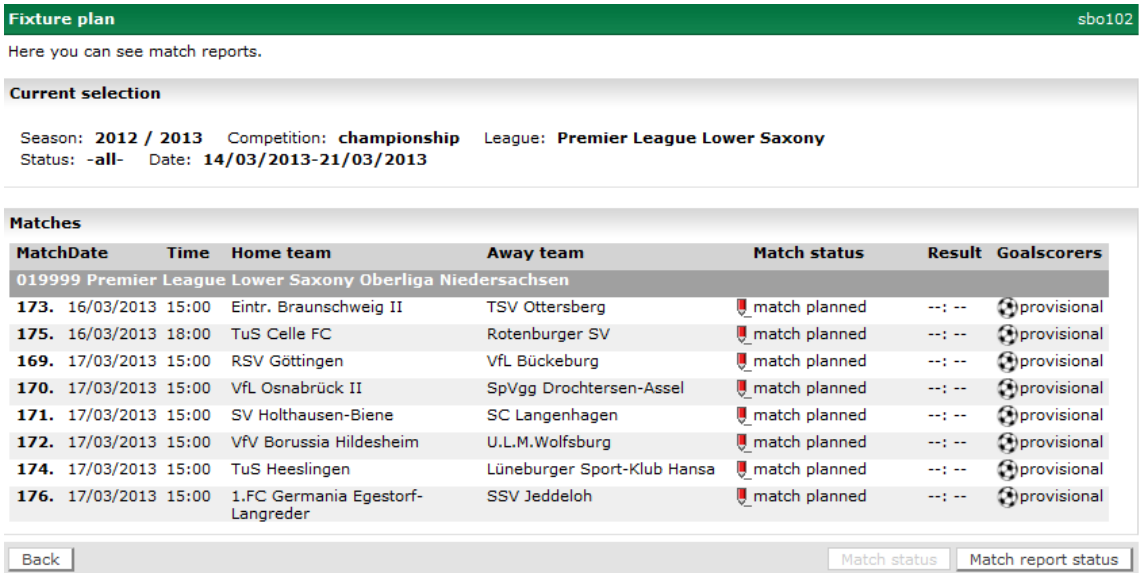

Fixture plan
sbo102
Here you can see match reports.
Current selection
Season: 2012 / 2013 Competition: championship League: Premier League Lower Saxony
Status: -all- Date: 14/03/2013-21/03/2013
Matches
MatchDate Time Home team Away team Match status Result Goalscorers
019999 Premier League Lower Saxony Oberliga Niedersachsen
173. 16/03/2013 15:00 Eintr. Braunschweig II TSV Ottersberg match planned --: -- provisional
175. 16/03/2013 18:00 TuS Celle FC Rotenburger SV match planned --: -- provisional
169. 17/03/2013 15:00 RSV Göttingen VfL Bückeburg match planned --: -- provisional
170. 17/03/2013 15:00 VfL Osnabrück II SpVgg Drochtersen-Assel match planned --: -- provisional
171. 17/03/2013 15:00 SV Holthausen-Biene SC Langenhagen match planned --: -- provisional
172. 17/03/2013 15:00 VfV Borussia Hildesheim U.L.M.Wolfsburg match planned --: -- provisional
174. 17/03/2013 15:00 TuS Heeslingen Lüneburger Sport-Klub Hansa match planned --: -- provisional
176. 17/03/2013 15:00 1.FC Germania Egestorf-Langreder SSV Jeddeloh match planned --: -- provisional
Back
Match status
Match report status

Figure 23: Enter goal scorers using the football icon in the fixture plan list

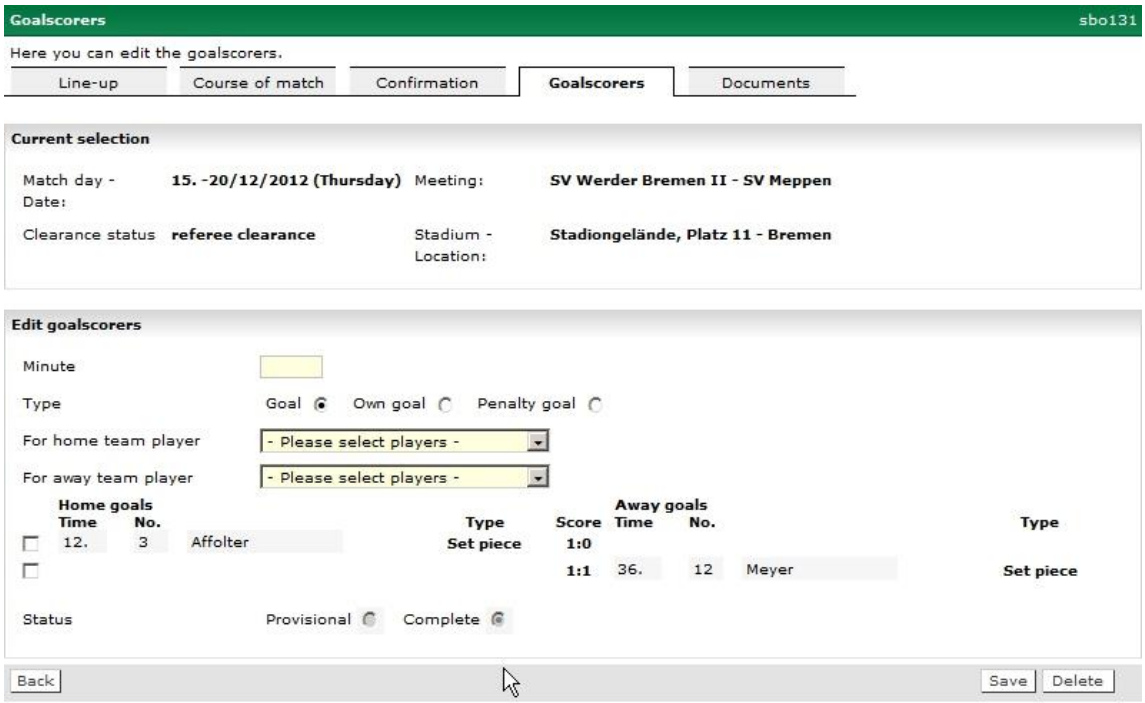


Figure 24: Enter the goal scorers (with status complete)

The entry fields are:

1. Match minute in the same form as for all match events
2. Type of goal: radio button for "Goal", "Own goal", "Penalty goal".
3. Player list home: all players and substitutes, as for yellow card

4. Player list away: all players and substitutes, as for yellow card
5. Goal scorer entry status as radio button: "Provisional", "Complete".

Each goal entered must be saved using the *Save* button.

Based on the entries, the program updates the score as a list. For the "Goal" and "Penalty goal" types, the goal is added to the score of the player's team; for an "Own goal" to that of the opposition.

If the final score in the goal scorer entry window matches the result registered via the match report, the program automatically sets the status to "complete".

Once entry is complete, the status is also shown in the fixture list: *Goal scorers complete*.

A provisional score is also saved so that it can be completed at a later date. In uncertain cases, this is intended to allow the referee to save the status partially at the stadium and then to complete the entry later. Changes can still be made even after the status is set to "complete".

3.2.6 Special reports in the Documents tab

The legal authorities (sports judges or division managers) can access the match reports via the system if they have the appropriate identifiers.

The special reports from referees are not recorded in an online form for data protection reasons, but are created separately from the match report. The referee can also upload the special reports as a file on the match so that they are also available for the legal authorities. This function is located in the *Documents* tab. Sports judges and division managers can then download these uploaded files.

3.2.7 Press reports

3.2.7.1 Downloading the match report (Parts 1 and 2) as a csv file for the press

Just like with the club confirmation, after the referee confirmation, the entire match report, Parts 1 and 2 can be output in a csv file which can then be further edited in Microsoft Office. This is done by pressing the *Press (csv)* button.

Two data lines are output in the csv file; the first line contains the original line-up in Part 1 at the time of the club confirmation and the subsequent nominations and replacements before the match in Part 2.

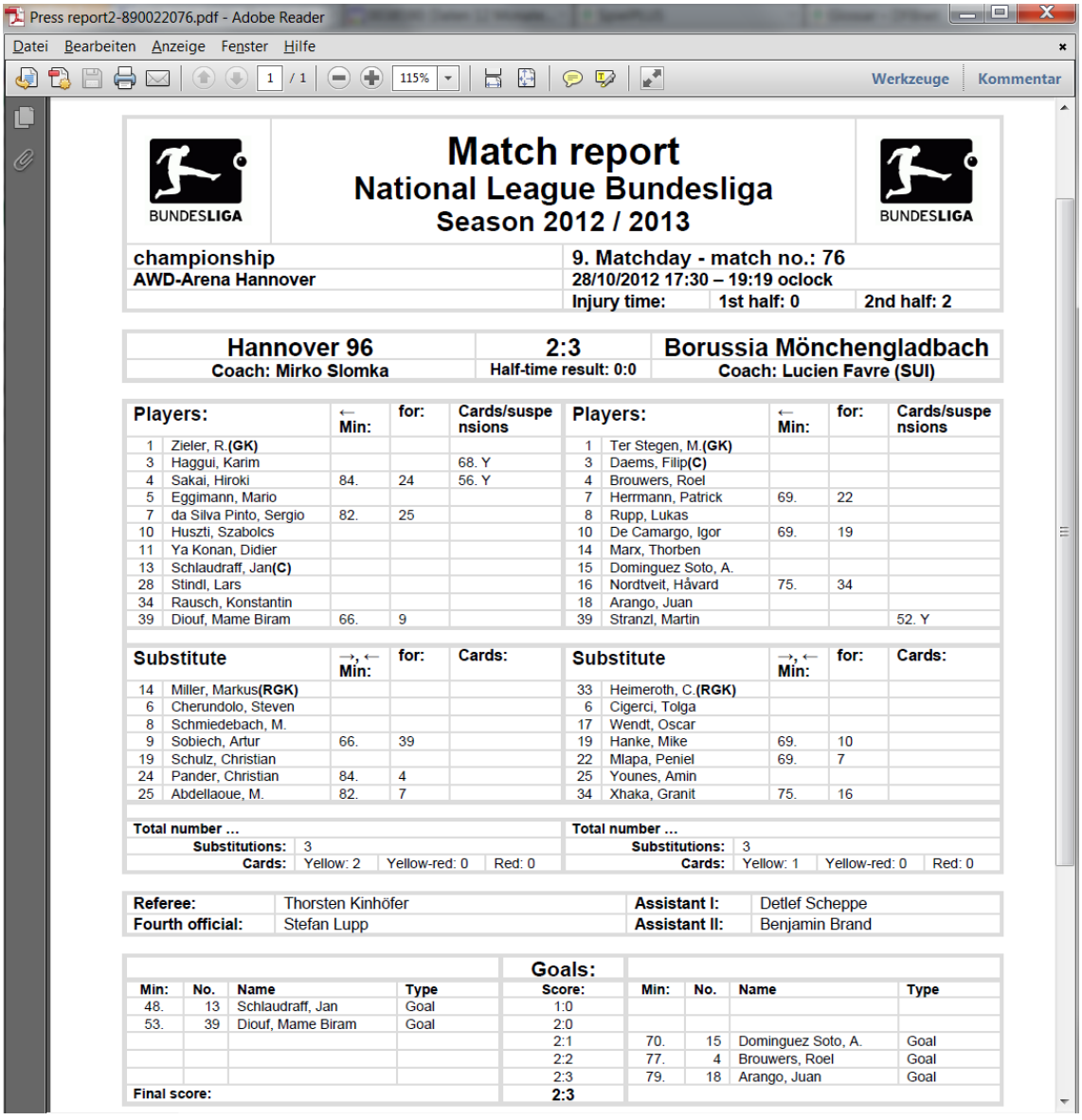
The second line of the file contains the team line-ups in Part 1 with the subsequent nominations and replacements before the match integrated; the corresponding fields in Part 2 remain empty.

3.2.7.2 Press report after the match (pdf)

After the **referee confirmation**, i.e. once all the information is in the system, the press match report can be printed. It contains the line-up, substitutions, cards and goals. It is called up using the same button as before the match: *Press (pdf)*.

Notes:

6. The pdf file is saved under the file name **Press report2** so that the report with the same name from before the match is not overwritten after the match.
   Example: Press report2-890054019.pdf
7. The relevant logo for the various leagues or of the association is placed in the top left.



Press report2-890022076.pdf - Adobe Reader

Datei Bearbeiten Anzeige Fenster Hilfe

Werkzeuge Kommentar

BUNDESLIGA

Match report
National League Bundesliga
Season 2012 / 2013

BUNDESLIGA

championship		**9. Matchday - match no.: 76**	
AWD-Arena Hannover		**28/10/2012 17:30 – 19:19 oclock**	
		Injury time:	**1st half: 0** / **2nd half: 2**

Hannover 96	**2:3**	**Borussia Mönchengladbach**
Coach: Mirko Slomka	**Half-time result: 0:0**	**Coach: Lucien Favre (SUI)**

Players:		**← Min:**	**for:**	**Cards/suspensions**
1	Zieler, R.**(GK)**			
3	Haggui, Karim			68. Y
4	Sakai, Hiroki	84.	24	56. Y
5	Eggimann, Mario			
7	da Silva Pinto, Sergio	82.	25	
10	Huszti, Szabolcs			
11	Ya Konan, Didier			
13	Schlaudraff, Jan**(C)**			
28	Stindl, Lars			
34	Rausch, Konstantin			
39	Diouf, Mame Biram	66.	9	

Players:		**← Min:**	**for:**	**Cards/suspensions**
1	Ter Stegen, M.**(GK)**			
3	Daems, Filip**(C)**			
4	Brouwers, Roel			
7	Herrmann, Patrick	69.	22	
8	Rupp, Lukas			
10	De Camargo, Igor	69.	19	
14	Marx, Thorben			
15	Dominguez Soto, A.			
16	Nordtveit, Håvard	75.	34	
18	Arango, Juan			
39	Stranzl, Martin			52. Y

Substitute		**→, ← Min:**	**for:**	**Cards:**
14	Miller, Markus**(RGK)**			
6	Cherundolo, Steven			
8	Schmiedebach, M.			
9	Sobiech, Artur	66.	39	
19	Schulz, Christian			
24	Pander, Christian	84.	4	
25	Abdellaoue, M.	82.	7	

Substitute		**→, ← Min:**	**for:**	**Cards:**
33	Heimeroth, C.**(RGK)**			
6	Cigerci, Tolga			
17	Wendt, Oscar			
19	Hanke, Mike	69.	10	
22	Mlapa, Peniel	69.	7	
25	Younes, Amin			
34	Xhaka, Granit	75.	16	

Total number ...			
Substitutions:	3		
Cards:	Yellow: 2	Yellow-red: 0	Red: 0

Total number ...			
Substitutions:	3		
Cards:	Yellow: 1	Yellow-red: 0	Red: 0

Referee:	Thorsten Kinhöfer	**Assistant I:**	Detlef Scheppe
Fourth official:	Stefan Lupp	**Assistant II:**	Benjamin Brand

Goals:

Min:	**No.**	**Name**	**Type**	**Score:**	**Min:**	**No.**	**Name**	**Type**
48.	13	Schlaudraff, Jan	Goal	1:0				
53.	39	Diouf, Mame Biram	Goal	2:0				
				2:1	70.	15	Dominguez Soto, A.	Goal
				2:2	77.	4	Brouwers, Roel	Goal
				2:3	79.	18	Arango, Juan	Goal
Final score:				**2:3**				

Figure 25: Press report after the match (pdf)

4. Additional functions

4.1 Club collaborations

4.1.1 Creating a club collaboration

The club collaboration is registered and administered in the system using team registration in the club registration form. The club which submits the registration is automatically the responsible club.
The information on the number of players is not a mandatory entry and has no effect on the match report. The club responsible cannot be changed during the season.

The club collaboration must be created in the club registration form in order for the players in the club collaboration to be administered in the match report.

No further measures are needed in the Match Report application in order to use the club collaboration; it will be recognized automatically.

4.1.2 Allocating the players in a club collaboration

The team official of the responsible club automatically has the right to allocate players from all the clubs in the club collaboration to the team. If staff at the non-responsible clubs are also to be given the right to allocate players, an identifier with rights must be created for them in user administration for the responsible club and the correct team type and league. The same functions will then be available to them for this team as for the team official of the responsible club.

In the application, the team official then calls up the *Edit player eligibilities* menu item and then the *Player allocation* function as usual. All players in the relevant team type from all clubs involved are then shown, separated by a title line with the club name.

The players are sorted alphabetically within the club and can be allocated by marking with a tick as usual.

Following allocation, the player eligibility list is created in the same way as for teams without club collaborations. You can no longer see which club the players come from, which makes sense, because the player eligibility list relates to the team and not to a club.

4.2 Subsequent recording of the match report by clubs

4.2.1 Case 1: Subsequent recording by referee and division manager only

If the clubs have not or have not completely confirmed or if there were subsequent nominations before the match, the referee can use the *Correct* function to make or correct both line-ups and then enter and confirm the course of the match. After the referee confirmation, only the division manager can make corrections.

If the referee has not recorded either, the division manager can retrospectively record the entire match report or correct parts thereof.

4.2.2 Case 2: Subsequent recording following non-appearance of referee

In the lower leagues, it is more common for the appointed referee to cancel shortly before the match or not to appear. No new official appointment can be made at such short notice. A club

representative or a referee who is there by coincidence usually does the job. This person is then not appointed in the system and can therefore not edit the match report.

In this case, subsequent recording must be made possible by the team officials, on the day of the match at the earliest, or later. To do this, one or both must confirm the referee's non-appearance in the system. One of the two can record and confirm the referee section/course of match.

As in case 1, only the division manager can make corrections after the club confirmation.

4.2.3 Case 3: Subsequent recording by clubs in general

There are some leagues in the junior segment in which no referees are appointed as a general rule. The normal case here is for the match report to be recorded subsequently by one of the team officials from the clubs involved, usually the home club. As in case 2, subsequent recording here can also take place no earlier than on the day of the match.

There is no need for both sides to confirm the entries in the course of the match, and this could even be counterproductive, as there is no hardware or network connection on the pitch and subsequent recording takes place on the PC in the club office.

If a referee has been appointed for the match, the referee appointed can subsequently record the entire match report.

As soon as the match report has been confirmed by the clubs or the referee, if appointed, only the division manager can make corrections.

Both in case 2 and case 3, the associations should organize the responsibility of the home club for subsequent recording. The program does not bindingly specify that only the home club can record subsequently. This limitation is unnecessary and could be counterproductive if the home club is not able to record for whatever reason, as subsequent recording could not be delegated to the visiting club in that case.

4.2.4 Differentiating between the cases

The program cannot differentiate between the cases automatically. The strict confirmation logic and subsequent recording in general are logically mutually exclusive. The procedure is therefore defined by the state association administrator using the league rules for each season and league. It then applies for **all** divisions in a team type/league in a state association; there can be no different procedures in different areas (e.g. counties).

4.2.4.1 Subsequent recording mode

The subsequent recording mode is defined using the league rules. The default value is case 1, strict confirmation logic.

Name of the rule	Content	Application case
Subsequent recording:	Referee and division manager only (default)	Case 1
	Both clubs in case of referee non-appearance	Case 2a
	One club in case of referee non-appearance	Case 2b
	Both clubs in general	Case 3

Table 6: Subsequent recording mode

4.2.4.2 Match report status

There are two statuses for cases 2 and 3. The match report status is always output in the header when the match report is shown.

No.	Status	Meaning
0	In Planning	Edit clubs
1	Club confirmation	Clubs have confirmed
2	Referee confirmation	Referee has confirmed
3	Under review	Division manager/examiner is correcting
4	Examiner confirmation	Division manager/examiner has confirmed
5	In processing	Referee is correcting
6	Import underway	Only for importing match reports
7	In subsequent recording	A team official (club) can subsequently record the match report (cases 2 and 3)
8	Subsequent recording complete	A team official (club) has confirmed the match report (cases 2 and 3)

Table 7: Subsequent recording status

4.2.5 Details for case 2: Subsequent recording following non-appearance of referee

In the case of referee non-appearance, subsequent recording can be done no earlier than the day of the match or later.

4.2.5.1 Notification via the match report

Case 2a: Confirmation by the team officials on both sides
Following the club confirmation by both sides, both team officials must register the procedure once they have determined the referee non-appearance. To do this, a new function button *Referee non-appearance* appears in the button bar for the team official after the club confirmation. Both must press this button. The procedure has been deliberately not combined with the club confirmation, because there may be a period of time between the club confirmation and determining the referee non-appearance.

Once **both** have pressed the button, the status of the match report switches from *Club confirmation* to *In subsequent recording*.

Case 2b: Confirmation by a team official on one side
Following the club confirmation by both sides, one of the two team officials must register the procedure once they have determined the referee non-appearance. To do this, a new function button *Referee non-appearance* appears in the button bar for the team official after the club confirmation. **One of the two** must press this button. The procedure has been deliberately not combined with the club confirmation, because there may be a period of time between the club confirmation and determining the referee non-appearance.

Once **one of the two** has pressed the button, the status of the match report switches from *Club confirmation* to *In subsequent recording*.

For cases 2a and 2b:
The *Referee non-appearance* is **not** transferred to the match status; the official determination of non-appearance is done by the referee administrators using the Referee Appointment application.

In the change protocol, the confirmation of the referee non-appearance is logged for both or for one team official, so that it is possible to track who entered the fact.

4.2.5.2 Subsequent recording of the referee part

Function:

In the *In subsequent recording* status, one of the team officials (either home or visiting) can record Part 2 like a referee and correct Part 1 if necessary, such as to correct the line-up. In doing so, the team official can/should overwrite the referee and assistant referee names shown with the real names and note the non-appearance of the appointed referee in the Particular events field.

After confirmation, the match report is set to the status *Subsequent recording complete*; the last changer shows the team official who confirmed it. The team official can then record the Goal scorers.

Result confirmation:

When confirming the match report in the *Subsequent recording complete* status, the normal results confirmation (like today, match status "Match recognized") is activated if the switch in the league rules "Confirmation of result with match report confirmation: Yes" is set.

All other bookings, cards, suspensions etc. are done as in case 1.

4.2.5.3 Correction by division manager

Once the team official has completed referee confirmation, he can make no further changes, just like the referee himself. The match report can then be corrected by the division manager as usual.

The division manager can also correct the match report if it has been left in the status *In subsequent recording* without confirmation.

4.2.6 Details for case 3: Club subsequent recording

4.2.6.1 First recording

Before the match:

If the league rule *Subsequent recording mode: Always clubs* is set for the league, the match report switches to the status *In subsequent recording* when the team official edits the next match in the fixture list (creation of a new match report).

On the day of the match or later:

Just as in subsequent recording by a division manager, the team official can edit and confirm both line-ups, the responsible persons and the referee section Course of match on the day of the match or later. The match report then has the status *Subsequent reporting complete*. In doing so, the team official can/should write the real names in the empty fields for the referee and assistant referee names. He can then also record the goal scorers.

If a referee has been appointed for the match, the referee appointed can subsequently record the entire match report. If he does not appear, no workflow as in case 2 is necessary; instead, one of the team officials can record the match report subsequently as described above.

Result confirmation:

When confirming the match report in the *Subsequent recording complete* status, the normal results confirmation (like today, match status "Match recognized") is activated if the switch in the league rules "Confirmation of result with match report confirmation: Yes" is set. If that is not re-

quired here because the result is entered by a club and not by the referee or division manager, "Confirmation of result with match report confirmation: No" must be set for this league.

All other bookings, cards, suspensions etc. are done as in case 1.

4.2.6.2 Correction by division manager

The two team officials from the home and visiting teams and a referee, if appointed, can only create the match report the first time and confirm it once. Before confirmation, the three parties can change it as they wish and then confirm it once they are in agreement. The usual confirmation warning appears when confirming; after this, only the division manager can make changes to the match report.

An entry is made in the change protocol which states who set the match report status to *Subsequent recording complete*. As previously, however, the content entered during initial creation is not logged.

The changes are logged each time the division manager makes a correction.

Regardless of the status of the match report, the division manager can always record subsequently, i.e. he can even edit the match report if the team official has left it in the *In subsequent recording* status.

4.3 Subsequent recording of the goal scorers by clubs

This feature is only available in the state association leagues, not in the trans-regional leagues. With publication on the internet in mind, the objective is to make the entry of the goal scorers more complete and to improve the quality.

The team officials of the two teams involved in the match can enter or correct the goal scorers if the referee or division manager has not recorded them or has left them incomplete. This means that once the referee or division manager has entered them completely, the clubs cannot make any changes.

The following table shows the dependencies:

Match report status	Goal scorer status	Goal scorers tab activated/visible	Clubs can enter/change Goal scorers	Referee, division manager and SBO admin/superuser can enter/change goal scorers
In planning	Incomplete	No	No	No
Club confirmation	Incomplete	No	No	No
In processing	Incomplete	No	No	No
Referee confirmation	Incomplete	Yes	Yes	Yes
Referee confirmation	Complete	Yes	No	Yes
In subsequent recording	Incomplete	No	No	No
Subsequent recording complete	Incomplete	Yes	Yes	Yes
Subsequent recording complete	Complete	Yes	No	Yes
Examiner confirmation	Incomplete	Yes	No	Yes
Examiner confirmation	Complete	Yes	No	Yes

Table 8: Subsequent recording of goal scorers

4.4 Electronic confirmation instead of signatures

4.4.1 Function of electronic confirmation

A simple process is offered instead of printing out the match report and having it signed by those involved. This alternative is in the form of electronic confirmation by requesting the identifier and password again. It is not an electronic signature in the usual sense.

The program informs you that the process can only be applied if the state association and the division manager allow it.

Use of the process is optional, i.e. the association administrator can switch it on or off for a league using the league rules.

4.4.2 Signatures in Part 1 after club confirmation

The electronic confirmation process can only be applied for Part 1 if confirmation by the captains is waived as a general rule; they have no access identifiers and are not present during the process.

If the switch in the league rules for electronic confirmation is set to *Yes*, electronic confirmation is set automatically for the team officials during club confirmation without any further entries. This process means that the officials involved cannot both view the line-up **before** electronic confirmation, because club confirmation and general confirmation are part of the same step.

4.4.2.1 Effect in pdf Part 1

Following club confirmation by both sides, the names of the two team officials are placed in the signature fields of the pdf print-out of Part 1, and the time stamp in the signature line. If the association uses club identifiers (optional), the club names are used:

Confirmation by Smerzinski, Petra 18.06.2012, 09:33:50 without the signatures of the referee and of the club representative
Confirmation by Pohl, Bruno 18.06.2012, 09:32:45 without the signatures of the referee and of the club representative

Figure 26: Electronic confirmation in pdf Part 1

4.4.3 Signatures in Part 2 after referee confirmation

Previously, the signatures of the referee and the club representative were required after the match. These can now be replaced by the electronic confirmation.

If the switch in the league rules for electronic confirmation is set to *Yes*, the e*lectronic confirmation* button is activated for the referee after referee confirmation. A new page then appears, in which the club representatives can confirm or not confirm by entering their identifier and password. The referee does not need to make any more entries – he has already confirmed through the referee confirmation.

4.4.3.1 New page and Confirmation tab in Part 2

The next page sbo122 opens when the *Electronic confirmation* button is pressed. The two team officials must enter their identifier and the password here and set to *Confirmed* or *Not confirmed*. If no team official is available, the referee can set *Not present*.

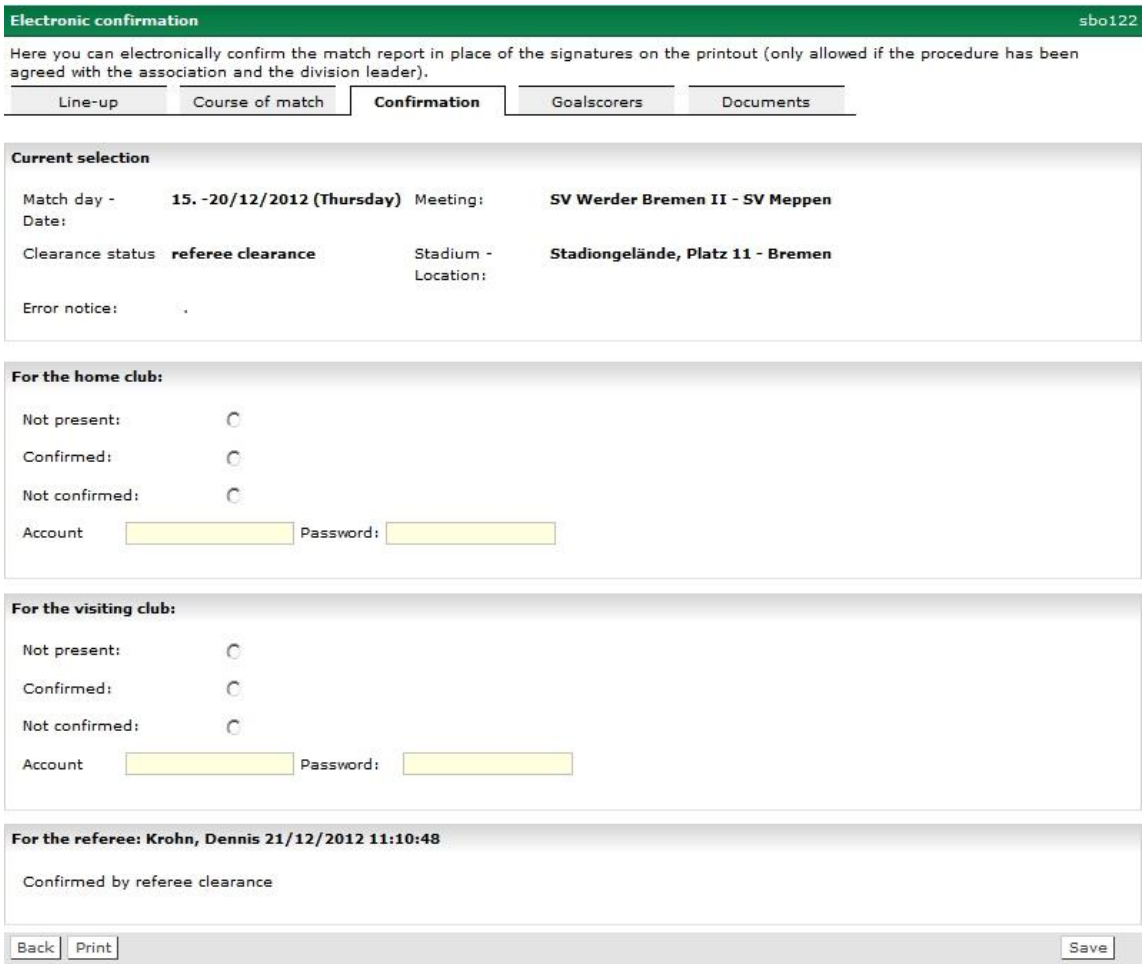


Figure 27: Page for electronic confirmation

4.4.3.2 Effect in pdf Part 2

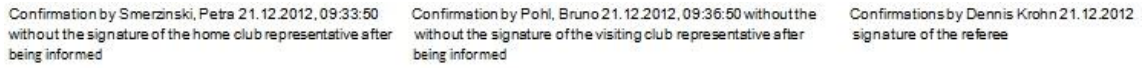

Confirmation by Smerzinski, Petra 21.12.2012, 09:33:50 without the signature of the home club representative after being informed
Confirmation by Pohl, Bruno 21.12.2012, 09:36:50 without the signature of the visiting club representative after being informed
Confirmations by Dennis Krohn 21.12.2012 signature of the referee

Figure 28: Electronic confirmation in pdf Part 2

4.4.4 Confirmation tab

After electronic confirmation, page sbo122 is shown as an additional tab, *Confirmation*, between Course of match and Goal scorers.

If there has been no examiner confirmation, the clubs and the referee can each still make changes to their **own** part of the confirmation.

Once the division manager has made corrections and confirmed (examiner confirmation), no confirmation page is available. The reason for this is that no technical justification is known for the clubs to confirm the division manager's corrections. The corrected match report on paper is neither checked nor signed again by the clubs.

The display of the tab *Confirmation* depends on the mode of versions ((option can be changed by the association in the league rules: Versions (write restorable version)):

a. In the case with setting the Versions, the tab *Confirmation* is only displayed for the version in which the confirmation was made (usually the version 0)

b. In the case without setting the Versions (standard case), the tab *Confirmation* will also appear with the original data when corrections were made to the match report by the division manager.

Note to b): this new option will be available as of 12/13/2013 and acts to future, not past, matches in which the tab *Confirmation* will no longer be displayed after the examiner confirmation.

In both cases, the tab *Confirmation* cannot be changed.

4.4.5 Subsequent recording by clubs

The option of confirmation is also provided in subsequent recording by clubs in the case of referee non-appearance, or in subsequent recording in general, but there are no referee fields for confirmation.

The identifier and the password of the club which is logged in to the session do not have to be entered here, either.

4.5 Match reports for friendly matches

4.5.1 Background and auxiliary conditions

Match reports can also be created for matches which have been created using the F*riendlies* module in the system.

In the system, friendly matches are always created in the league in which the championship is taking place. They therefore do not have their own league or their own league rules.
The deviations this entails in the entry checks are described in Chapter 4.5.5.

4.5.1.1 Teams and player eligibility lists

The existing teams in the championship can take part in the matches, as well as so-called free teams and foreign club teams. The latter two team types have no players in the system, and therefore no player eligibility lists.

The club teams must be registered in the system using the club registration form and allocated to a championship division, and the player eligibility list must be created.
The special features of the player eligibility list with regard to friendly matches are described in Chapter 4.5.3.

4.5.1.2 Not for representative matches

Matches involving representative teams against club teams must be edited in the *Representative teams* module.

4.5.2 User rights

For editing and reading match reports for friendly matches, an additional role has been defined for certain roles in the Match Report module. This must be added to for the identifiers required. See the table below for details.

Role	Authorized functions	Data rights	Authorized for friendly matches	Adjustment necessary

Team officials	Edit line-up Club confirmation Subsequent recording depending on the parameters in the league rules	Team type, league club	All friendly matches of the club and eligible team type, league	No
Referee	Entering course of match Correct line-up Subsequent recording	Appointment for match	All matches for which he is appointed	No
Division manager, informed user, sports judge, match report examiner	View match report (sports judge, informed user) Correct/subsequently record match report (division manager), Editing suspensions depending on the parameters in the league rules	Team type, league, area	All friendly matches of the area and eligible team type, league	Yes, additional role as friendly match administrator required
Friendlies administrator	Additional role only in connection with division manager, informed user, sports judge, match report examiner	None	In connection with main role, all friendly matches in the eligible area regardless of the team type, league	New role
SBO admin/superuser	Edit match report status Delete match reports	Team type, league, area	All friendly matches of the area and eligible team type, league	Yes, additional role as friendly match administrator required

Table 9: Roles and rights

Examples:

8. A friendly match administrator of a county who is only to edit friendly matches must be given the role of friendly match administrator and division manager with data rights for the county area and the leagues and team types of the friendly matches, but no division responsibility for the championship divisions.
9. A division manager of a county who is also to edit the friendly matches in the county must, in addition to his role as division manager, only be given the role of friendly match administrator, as he already has division responsibility for his championship divisions.

4.5.3 Player eligibility lists and player eligibility

The player eligibility lists of the teams from the championship are used for friendly matches. Players who have competitive, guest or friendly match eligibility can play in friendly matches.

However, because the friendly matches are in the same league as the championship, no differentiation in player eligibility can be made in the league rules.

The program **implicitly** allows **all** players on the player eligibility list to play in friendly matches, regardless of the setting in the league rules. The date of the earliest player eligibility applies.

4.5.4 Line-up of a free or foreign team

The method of recording player names as text, as used in the Representative Teams module, is activated for documenting the line-up of free and foreign teams. No reference to players and player eligibilities are taken from Pass Admin.

Because there are no team officials in the system with an identifier for a free or foreign team (or at least their existence cannot be required), recording must be done in a different way to the normal workflow, see Chapter 4.5.4.2.

4.5.4.1 Case 1: Team squad exists, normal process as previously

The league rule states that:	**Both teams are club teams with team squads**	
Subsequent recording	**Auxiliary condition**	**Workflow**
... referee and division manager only	-	In planning – club confirmation – (in progress) – referee confirmation – (under review) – examiner confirmation
... both clubs in case of referee non-appearance	Both must confirm non-appearance	In planning – in subsequent recording – subsequent recording complete – (under review) – examiner confirmation
... one club in case of referee non-appearance	One club must confirm non-appearance	In planning – in subsequent recording – subsequent recording complete – (under review) – examiner confirmation
... both clubs in general	If a referee has been appointed, he can also record subsequently	In planning – in subsequent recording – subsequent recording complete – (under review) – examiner confirmation

Table 10: Workflow with team squad

4.5.4.2 Case 2: No team squad, changed process

The league rule states that:	**A team is a free team or foreign team without team squad**	
Subsequent recording	**Auxiliary condition**	**The program is implicitly set to mode:**
... referee and division manager only	None	*... both clubs in general:* In planning – in subsequent recording – subsequent recording complete – (under review) – examiner confirmation The club with an identifier and team squad can make its own line-up and record the opposition line-up as text. If a referee has been appointed, he can also subsequently record the line-up and enter the course of the match. The division manager can correct and confirm.
... both clubs in case of referee non-appearance		
... one club in case of referee non-appearance		
... both clubs in general		

Table 11: Workflow without team squad

4.5.5 Entry checks

All checks stored in the league rules are conducted as **soft** checks for friendly matches, i.e. information or error messages appear but do not prevent the match report from being confirmed.

In addition, the following league rules are **implicitly** regarded as set for friendly matches:

Number of substitutions = Max. number of players
Enter players not on the player eligibility list: Yes
Substitution without entering minute and player substituted: Yes

This allows users to make unlimited substitutions without having to enter the match minutes and to list player names which are not on the player eligibility list.

The information for mandatory entries is interpreted as follows: The entry fields given are present; entries can be made, but they can also be left blank.

For friendly matches, the coaches can agree that just one half or third times will be played. The match duration is also very variable. All checks for the match duration and the associated entry of match minutes are therefore deactivated. When entering match minutes for match events (including cards), no plausibility check is conducted and no entries have to be made.

The not-for-publication entry fields for players and responsible persons at the clubs are provided for leagues below the upper league, including for free teams with free entries.

4.5.6 Suspensions after dismissals and served suspensions

Suspensions are created after dismissals (second yellow and red cards) based on the suspension rules of the league (exception: fifth yellow card). Here, too, note that the suspension rules cannot be set differently for the championship and friendly matches, but for both together.

If *competition-related* is entered in the league rule, the suspension is created from friendly matches which have *Friendly matches* as their original competition. If a suspension is also to apply in other competitions, is must be edited manually by the sports judge or division manager later using the Sports Disciplinary System or Match Report application. Both the suspension's validity and saving its serving work under consideration of the competition validity as defined and described previously.

Suspension information		**Own team**	**Other team**	**Original competition**	**Additional competitions**
All club matches = yes	*Suspension*	**x**	**x**	Cannot be selected, suspension valid in all competitions, served in all competitions of the original team	
	Served suspension	**x**	**-**		
All team matches = yes	*Suspension*	**x**	**-**		
	Served suspension	**x**	**-**		
Maximum other team = date	*Suspension*	**-**	**x**	**x**	When entered
	Served suspension	**-**	**x**	**x**	**-**
Higher, lower league = yes	*Suspension*	**x**	If it plays in a higher or lower league	**x**	When entered
	Served suspension	**x**	**-**	**x**	When entered
Competition-related suspension	*Suspension*	**x**	When entered	**x**	When entered
	Served suspension	**x**	When entered	**x**	When entered

Table 12: Suspension validity and served suspension

The way competition-related suspensions and served suspensions work is correct for national matches (competitive and friendly matches in the major leagues). In all other leagues (state association leagues), however, it is asked that **no served suspensions** are saved for **friendly matches**. Suspensions from friendly matches should only be served in competitive matches.

A new league rule is used to control how served suspensions are saved:

Suspension serving in friendly matches yes/no (default = no)

This means that the switch only needs to be set to yes for leagues with national matches.

If in exceptional cases suspensions are to be served for friendly matches which are not national matches, the division manager/sports judge can record them manually using the *New served suspension* function in the suspension.

4.5.7 Exchanging the right to play at home and match rescheduling

In general, a match report can be created after the right to play at home has been exchanged or the match rescheduled. It also does not matter whether the home or visiting team is the team without a team squad and free text is entered. In both cases, any club confirmation which has already been given is reset to the status In planning (as in the championship).

4.5.8 Statistics

No statistics are offered for friendly matches. The only exception: The appearances of the players in friendly matches are shown in the appearance statistics in the dialog window and in the csv file.

4.5.9 Limitations for editing player suspensions

A player suspension from friendly matches can only be edited by the division manager or sports judge authorized for the league in the championship, not by a friendly match administrator.

4.5.10 Extensions to the user interface

4.5.10.1 Team official

… with multiple rights for multiple teams

The competition with the selection options *championship/cup* and *friendly match* have been added as an additional selection field in the fixture list selection.

When the competition *championship/cup* is selected, the league selection is then offered. The team official can use this to select the matches of the team which plays in the selected league.

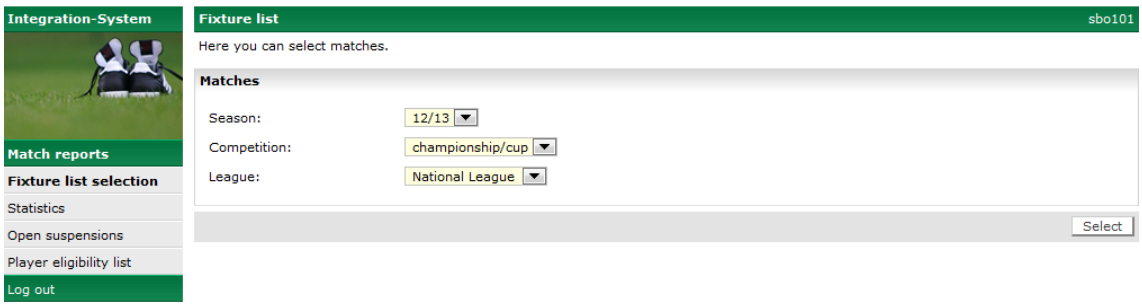


Figure 29: Selecting the competirion championship/cup

When the competition *friendly match* is selected, the team selection is then offered. The team official can use this to select the friendly matches of the selected team, regardless of the league it was created in.

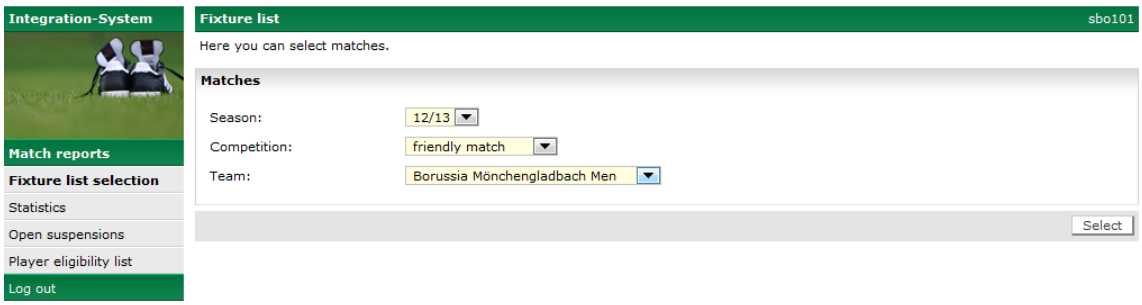


Figure 30: Selecting the competition friendly match

... with rights for one or two teams

If the team official only has rights for one or two teams, the preview of the upcoming matches is activated as usual. If one of the next matches is a friendly match, it is shown in the list under the division name for friendly matches (see **Fehler! Verweisquelle konnte nicht gefunden werden.**).

If the list of old or all matches is selected using the "Old Matches" or "All Matches" function, the friendly matches are shown in the same way.

Figure 31: Preview next matches

… in the Statistics menu item

No change, see also note in Chapter 4.5.8.

... in Open suspensions menu item

The selection of the league or of the club is then provided here, too, as an additional selection field for the competition with the selection options *championship/cup* and *friendly match*. Open suspensions from the championship/cup or from friendly matches are shown depending on the selection made.

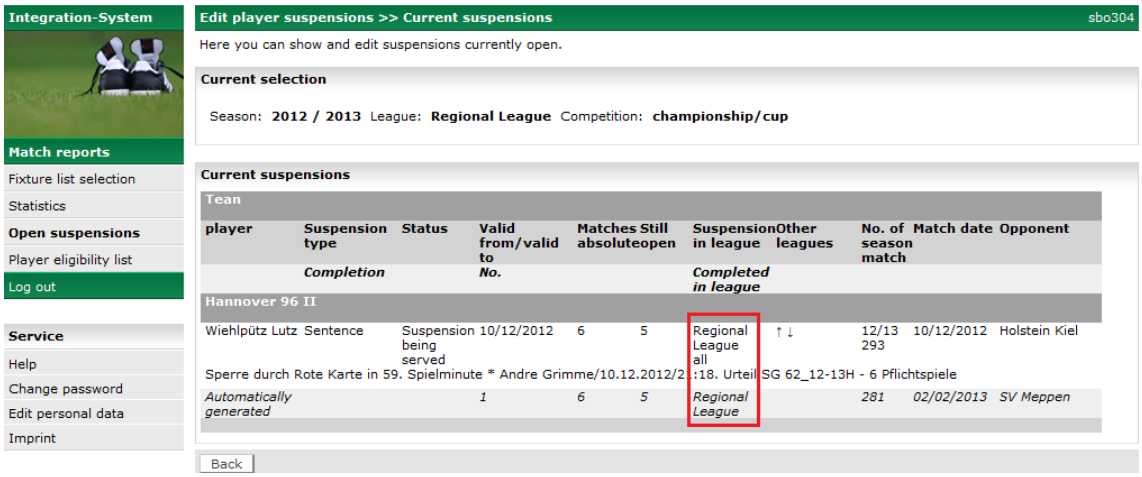


Figure 32: Displays the competition validity

In the suspensions overview, the validity for the competitions is shown for each suspension; the abbreviations mean:
Ch = championship, F = friendly match, Cu = cup.

… in the Player eligibility list menu item

No change, player eligibility lists can only be created via the championship league.

4.5.10.2 Referee

As before, the referee is given a preview of the upcoming matches he has been appointed for. Just as for the team official, the friendly matches are now shown and can be edited as usual, see **Fehler! Verweisquelle konnte nicht gefunden werden.**.

4.5.10.3 Division manager, sports judge, informed user, match report examiner

… in the Fixture list selection menu item

Competition, with the selection options *Championship, Cup* and *Friendly match*, has been added as an additional selection field. This allows the three competitions to be considered separately.

In contrast to the team official, when the competition *Friendly match* is selected, the *League* for which the user is authorized is offered as a further selection field. This allows the friendly match administrator to select the friendly matches which have been created in this league.

As for the team official, the list of friendly matches is divided into different leagues and shown under the division name for friendly matches.

… in the Statistics menu item

No change, see also note in Chapter 4.5.8.

... in the Open suspensions and Edit suspensions menu items

The selection of the league is then provided here, too, as an additional selection field for the competition with the selection options *championship/cup* and *friendly match*. Open suspensions from the championship/cup or from friendly matches, or the selected suspension, are shown depending on the selection made.

Player suspensions from friendly matches can **only** be edited:

1. using the *Edit suspensions* (not *Open suspensions*) function and the competition selection *championship/cup* and
2. by the division manager or sports judge authorized for the league in the championship, not for a friendly match administrator.

In the suspensions overview, the validity for the competitions is shown for each suspension, see **Fehler! Verweisquelle konnte nicht gefunden werden.**.

… in the Player eligibility list menu item

No change, player eligibility lists can only be created via the championship league.

4.6 General superordinate functions

4.6.1 Unique identification number (ID)

Each match report created in the system is given a unique number allocated by the system, which is output on the screen and on all print-outs. This can be used to allocate printed copies on which there are no signatures clearly to the signed original.

The System match planning system assigns a unique, nine-digit match identifier for each match. A two-digit match rescheduling number and a two-digit version number are added to this.

Example:

match identifier.match rescheduling.version
890015181.00.01

Match identifier:	Two-digit association number + four-digit division identifier + three-digit match number from System match planning
Match rescheduling:	00 = first scheduling, 01 – 99 = max. 99 match rescheduling
Version:	00 for club and referee confirmation, 01 – 99 optional (league rule) for each correction.

4.6.2 Match rescheduling

If a match has been rescheduled after cancellation (match canceled, abandoned, non-appearance, ...) and a match report exists for one of the original match dates, a new match report with a scheduling number + 1 (format: match number scheduling number version) is created.

Example:

Match on 30.10.2004	890009068.00.00	Match abandoned
Match rescheduled on 06.11.2004	890009068.**01**.00	Referee planned

The existing old match reports with their versions and the new match report are shown in the overview for the division manager. The clubs only see the latest scheduling and version. The division manager can also make corrections in the match report for the rescheduled match if required.

4.6.3 Showing that a special rating has been set in the match report in the system

If a special rating (sports disciplinary court judgment, ...) has been entered for a match (function in the system results service), a match report can **no** longer be created or corrected, although the existing match report can be displayed and printed.

The result is displayed in the form ***:* S**.

The cards documented in the match report are retained and listed in the card statistics.

The goal scorers can still be entered and changed, but the half time and final results can **not** be checked.

4.6.4 Parallel editing of match report by team official and referee

The referee calls up the match report **before** club confirmation by both sides. In the meantime, the team official of one of the clubs has confirmed the match report Part 1. Shortly afterwards, the referee changes Part 2, saves it and thus resets the club confirmation.

When the match report is saved by the role of referee and match report examiner, the current match report status and the change stamp is first determined in the database. If this does not match that of the referee calling up the report, the match report is reloaded and his entries are discarded.

If this is the case, the referee receives the following message:

"The match report has been changed by another user in the meantime. The latest version has now been loaded. Your entries have been discarded; please re-enter them."

The referee can then repeat, save and clear his entries.

* * *